XES Synergix 8825/8830/8850/8855 Digital Solution User Guide

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XEROX
ENGINEERING
SYSTEMS

EMC Notices

Australia/New Zealand

Changes or modifications to this equipment not specifically approved by Fuji Xerox Australia Pty. Limited may void the user's authority to operate this equipment.

Shielded cables must be used with this equipment to maintain compliance with the Radiocommunications Act 1992.

European Union

WARNING

This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

Changes or modifications to this equipment not specifically approved by Xerox Europe may void the user's authority to operate this equipment.

Shielded cables must be used with this equipment to maintain compliance with the EMC Directive (89/336/EEC).

WARNING

In order to allow this equipment to operate in proximity to Industrial, Scientific and Medical (ISM) equipment, the external radiation from ISM equipment may have to be limited or special mitigation measures taken.

Canada

This Class "A" digital apparatus complies with Canadian ICES-0003.

Cet appareil numérique de la classe "A" est conforme à la norme NMB-003 du Canada.

EMC Notices (continued)

Japan

This is a Class A product based on the standard of the Voluntary Control Council for Interference by Information Technology Equipment (VCCI). If this equipment is used in a domestic environment, radio disturbance may arise. When such trouble occurs, the user may be required to take corrective actions.

Changes or modifications to this equipment not specifically approved by Fuji Xerox Limited may void the user's authority to operate this equipment.

Shielded cables must be used with this equipment to maintain compliance with the Voluntary Control Council for Interference by Information Technology Equipment regulations.

USA

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Changes or modifications to this equipment not specifically approved by the Xerox Corporation may void the user's authority to operate this equipment.

Shielded cables must be used with this equipment to maintain compliance with FCC regulations.

Trademark Acknowledgments

XEROX®, 8825, XES Synergix 8825 Digital Solution, 8830, XES Synergix 8830 Digital Solution, 8855, XES Synergix 8855 Digital Solution, XES Synergix 8850, Synergix Scan Digital Solution, the digital box icon, AccXES, and acronym, XES are trademarks of XEROX CORPORATION.

Internet Explorer is a copyright protected program of Microsoft Corporation.

Netscape is a registered trademark of Netscape Communications Corporation.

Safety Notes

Your XES Synergix 8825/8830/8855 Digital Solution has been designed and tested to meet strict safety requirements. These include safety agency examination and approval plus compliance with established environmental standards.

Please read the following instructions carefully before operating the XES Synergix 8825/8830/8855 Digital Solution and refer to them as needed to ensure continued safe operation.

Follow all warnings and instructions marked on or supplied with the product.

Unplug the units from the wall outlet before cleaning the exterior. Always use materials specifically designated for the XES Synergix 8825/8830/8855 Digital Solution. Use of other materials may result in poor performance and could create a hazardous situation.

Do not use aerosol cleaners. Follow the instructions in this operator manual for the proper cleaning methods.

Never use supplies or cleaning materials for purposes other than what they were intended. Keep all supplies and materials out of the reach of children.

Do not use the units near water, wet locations, or outdoors.

The components of this product are equipped with a three-wire, grounding-type plug (i.e., a plug having a grounding pin). This plug will only fit into a grounding-type power outlet. This is a safety feature. To avoid the risk of electric shock, contact your electrician to replace the receptacle if you are unable to insert the plug into the outlet.

Never use a ground adapter plug to connect the system to a power source that lacks a ground connection terminal.

This system should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult your local power company.

The power supply cord is the disconnect device for this equipment. Make sure that the installation is near the socket outlet and is easily accessible.

Do not allow anything to rest on the power cord. Do not locate the units where someone will step on the cord.

Safety notes (continued)

The units should not be placed in a built-in installation unless proper ventilation is provided.

Never push objects of any kind into the slots of the units as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock.

Never spill liquid of any kind on the units.

Never remove any covers or guards that require a tool for removal. There are no operator serviceable areas within these covers.

Never attempt any maintenance function that is not specified in this operator manual.

Never defeat interlock switches. Machines are designed to prevent operator access to unsafe areas. Covers, guards, and interlock switches are provided to ensure that the system will not operate with the covers opened.

Unplug the reprographic system from the wall outlet and refer servicing to qualified service personnel under the following conditions:

When the power cord is damaged or frayed.

If liquid has been spilled into the product.

If the units have been exposed to rain or water.

If the units are producing unusual noises or odors.

If the units or the cabinets have been damaged.

Calling for Service

Local Phone Number_____

If you need additional safety information concerning the XES Synergix 8825/8830/8850/8855 or XES supplied materials, you may call:

Within the United States:

1-800-828-6571 toll free.

In other countries:

Please call your local Xerox Engineering Digital Solutions service office for help.

Local Phone Number_____

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Getting to know the Synergix Digital Solution

This manual contains operating instructions for the user and the system administrator for the XES Synergix 8825/8830/8850/8855 Digital Solution with version 6.1 software loaded into the Controller.

Your Synergix Digital Solution is an integrated solution for electronically scanning and then printing images for engineering or architectural use. The Digital Solution consists of the Synergix Scan System and Control Panel for capturing images, the Controller for processing these images, and the XES Synergix 8825,8830, 8850, or 8855 Printer for making good quality copies of the captured images in engineering or architectural sizes.

Table 1 below shows the various Synergix Digital Solution configurations. An optional Online Folder is available for each of these configurations to provide further processing of the printed output.

Table 1. Synergix Digital Solution configurations

Scanner	Printer	Controller Product Code
Synergix Scan System	XES Synergix 8825	N5T/EV4
Synergix Scan System	XES Synergix 8830	N5T/CNG
Synergix Scan System	XES Synergix 8855	UP8
Synergix Scan System	XES Synergix 8850	CNG

The Synergix Digital Solution has two modes of operation - Copy and Scan. In the Copy mode, documents are scanned, temporarily stored in memory or on the Controller hard disk, and then sent to the local Printer as soon as the Printer is available. In the Scan mode, documents are scanned and then stored on the Controller hard disk for later retrieval over a network by a remote device. The Synergix Digital Solution allows concurrent printing, copying, and scanning to the network, so there is no need to wait for the Printer to finish before scanning the next document.

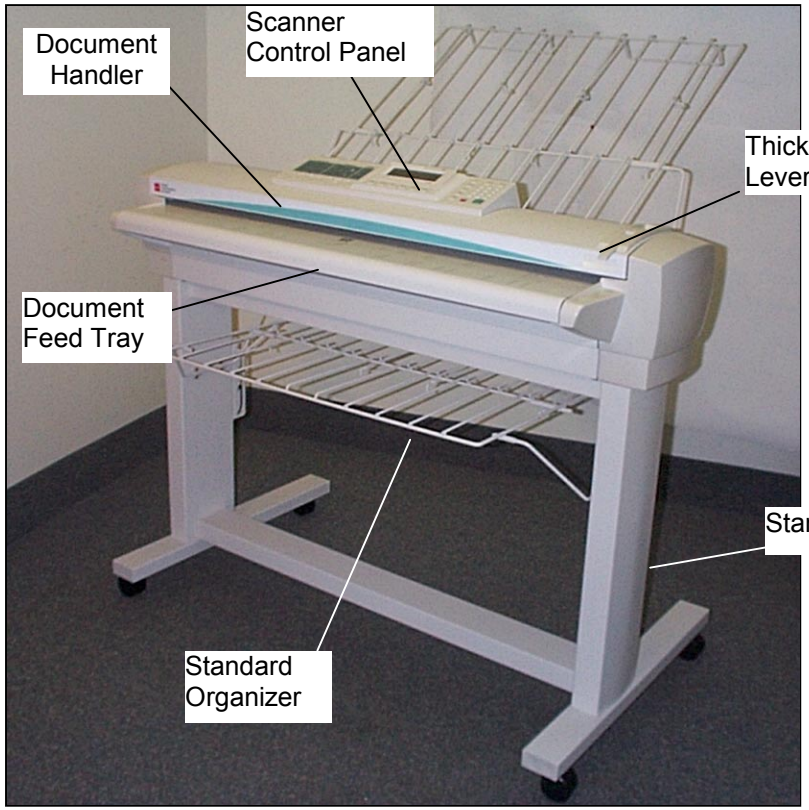
The Synergix Digital Solution contains Dynamic IQ technology from Xerox Engineering Systems. Dynamic IQ enables the Digital Solution to examine a sample of the document intelligently and to make automatic image quality adjustments that yield a good copy even from poor original documents. Dynamic IQ also automatically detects the width and adjusts the centering of a scanned original for most opaque documents. Translucent documents (transparencies, clear film, etc.) in most cases will not be detected.

For documents that require additional adjustments to obtain the best copy quality, a variety of image quality and reduction/enlargement settings are available. All of these functions are controlled from the Scanner Control Panel. This Control Panel, which is mounted on top of the Scanner, receives all power and information from the Scanner.

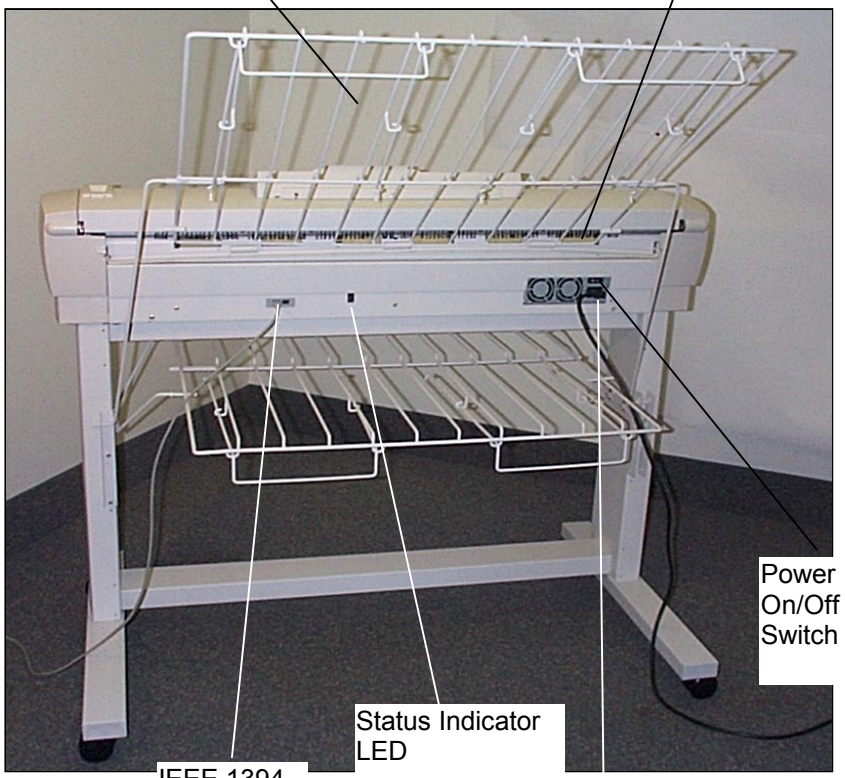
Getting to know the Synergix Digital Solution (continued)

Scanner standard components

The illustrations below show the components of the Scanner. These components are standard on the XES Synergix 8825, 8830, and 8850. The Stand is standard or optional on the 8850Digital Solution. . With the exception of the Stand and Standard Organizer, the components are standard on the XES Synergix 8855 Digital Solution. Following the illustrations are descriptions of each of the components.



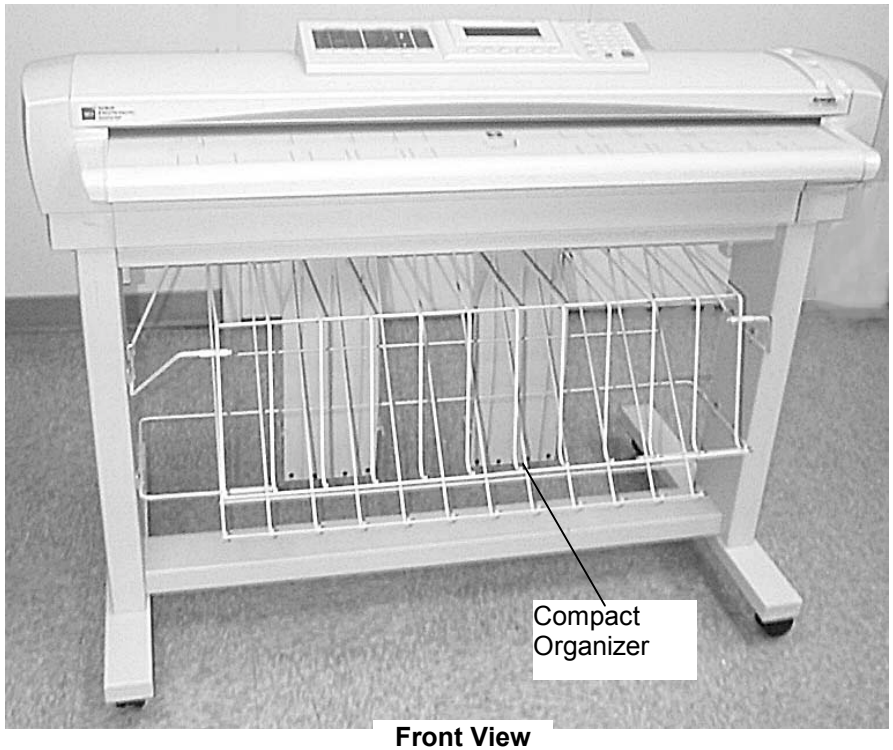
Front View



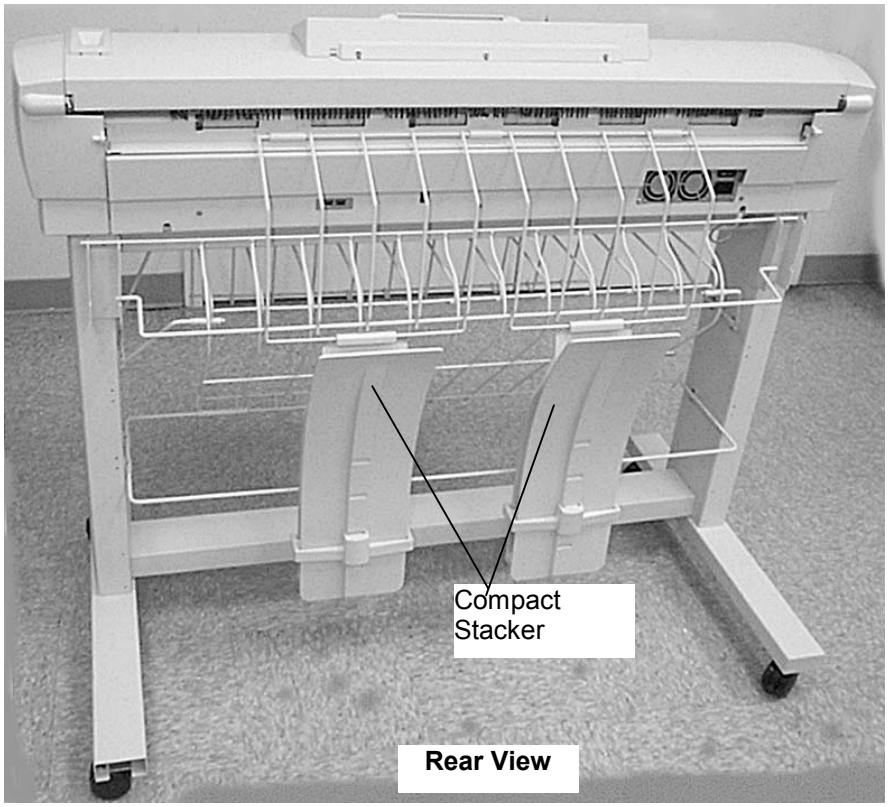
Rear View

Scanner compact components

The illustrations show the optional compact stacker and organizer that are available for the XES Synergix Scan System. The compact components allow the Synergix Digital Solution to be installed in sites where space requirements are at a premium.



Front View



Rear View

Getting to know the Synergix Digital Solution (continued)

Document Feed Tray

Insert documents to be scanned *face down* and *centered* into the Document Feed Tray.

Document Handler

Raise the Document Handler for routine maintenance functions and to access the optical paper sensors for diagnostic routines.

Scanner Control Panel

The control panel allows the selection of options and features and contains a graphical display for the communication of information and instructions. Refer to Scanner Control Panel on the following page for additional information.

Thick Document Lever

The Thick Document Lever is used to adjust the Scanner for thick documents and to remove documents from the Scanner feed mechanism. When setting the thickness for a document, raise the lever to the next thickness. If the document slides past the Feed Rolls into the Document Handler, lower the Lever to the next position.

Standard Organizer

The Organizer is located on the front of the Scanner. It is useful for holding multiple documents that are to be scanned. It has two extensions at its end that can be pulled out to accommodate longer documents (up to size E or A0).

IEEE 1394 Cable and Connector

The IEEE 1394 Cable is the communications link between the Scanner and the Controller. Plug one end of the cable into either one of the IEEE 1394 connections at the rear of the Scanner. Plug the other end into the IEEE 1394 connection on the Controller.

Standard Stacker

The Stacker is located at the rear of the Scanner. When the AUTORETURN feature is set to REAR, documents exit the Scanner onto the Stacker. The Stacker can be adjusted to any one of four positions by raising or lowering it. The height of the Stacker should be adjusted to accommodate the document being scanned. It has two extensions at its end that can be pulled out to accommodate longer documents (up to size E or A0). When scanning most common weight (20 lb, 80gsm) documents, move the Stacker to the 2nd rung from the bottom.

NOTE: All thick documents exit from the rear of the Scanner (regardless of the AUTORETURN setting). When scanning thick documents, the Stacker must be set to the lowest position for optimum performance.

Document Exit Slot

When the DOCUMENT RETURN feature is set to REAR, documents exit the Scanner through this slot and are delivered to the rear Stacker.

Status LED

The digital status LED provides an indication of the condition of the scanner and communications with the controller. A **P.** display indicates that the scanner is operating normally and has established communications with the controller.

Power On/Off Switch

This switch turns the Scanner on and off. Press this switch to the on (**I)** position to turn on the Scanner and to the off (**O**) position to turn off the Scanner.

Power Cord and Connector

The Power Cord supplies power to the Scanner. Plug one end of the cord into the Scanner and the other end into an electrical outlet.

Stand

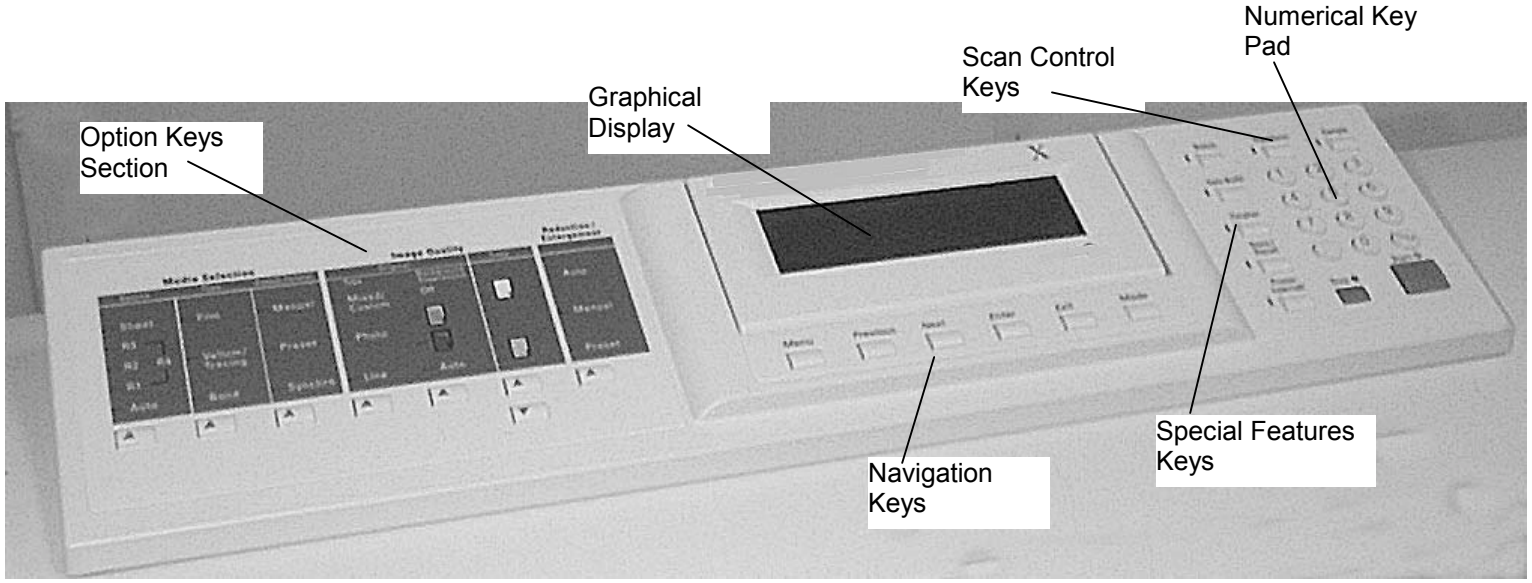
The Stand is standard with the XES Synergix 8825 and 8830 Digital Solution, and optional with the XES Synergix 8855 Digital Solution.

Scanner Control Panel

The Scanner Control Panel is divided into three sections:

- The options keys section, which contains the - **Media Selection**, **Image Quality**, and **Reduction/Enlargement options selections**
- The graphical display and the navigation keys section.
- The right-hand section, which contains the numeric keypad, the special features keys, and the scan control keys.

If the BEEP function is enabled (factory default), a beep sound will be heard when a key is pressed. If an improper key is pressed, a multiple beep sound will be heard.



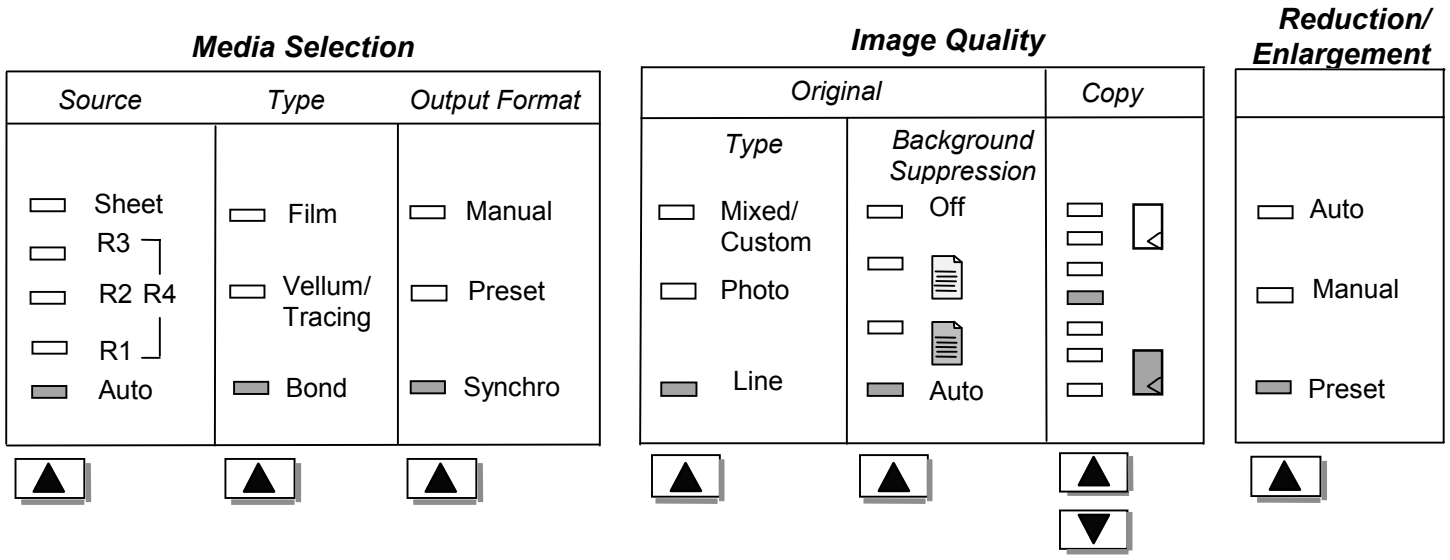
Getting to know the Synergix Digital Solution (continued)

OPTIONS KEYS

The left side of the Scanner Control Panel contains the keys for the selection of options. It is divided into three areas - **Media Selection**, **Image Quality**, and **Reduction/Enlargement**.

To select an option, press the key(s) beneath the option. In some cases, a screen requiring a selection or input is displayed on the graphical display. When an option is selected, the indicator lamp to the left of the option illuminates.

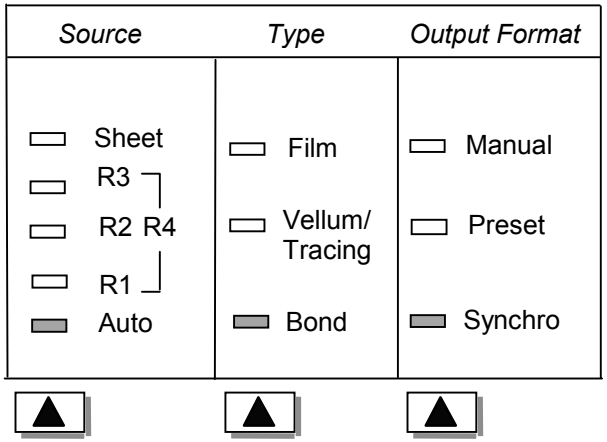
The illustration below depicts the options portion of the Scanner Control Panel.



MEDIA SELECTION

The Media Selection area of the Scanner Control Panel allows you to select the media **Source**, **Type**, and **Output Format**. The illustration below depicts the Media Selection portion of the Control Panel.

Media Selection



Source

The Source option allows you to select the source of the media on which the image will be printed. To select the media source, press the key beneath the **Source** settings until the desired source indicator lamp illuminates.

The Source settings are:

- **Sheet** – This setting tells the Printer to print from a manually inserted sheet of media.
- **R4** – This setting is applicable to the Synergix 8855 Digital Solution only. When it is selected on the 8855 Digital Solution, both the R1 and R3 indicator lamps illuminate and the Printer selects the media stored on Roll 4.
- **R3** – This setting is applicable to the Synergix 8830 and 8855 Digital Solutions only. When it is selected on those systems, the R3 indicator lamp illuminates and the Printer selects the media stored on Roll 3.
- **R2** – This setting tells the Printer to select the media stored on Roll 2.
- **R1** – This setting tells the Printer to select the media stored on Roll 1.
- **Auto** (factory default) – This setting automatically selects the roll containing the media that best fits the size of the captured image. For most documents, the Scanner is able to automatically detect the width of the scanned document. This permits the Auto function to automatically select the most appropriate roll of media.

NOTE: *Roll 2 and sheet feed are optional on the Synergix 8825 Digital Solution. If these options are not installed, they cannot be selected. To print from a cut sheet, Sheet mode must be explicitly selected. The Auto mode cannot select a cut sheet.*

Getting to know the Synergix Digital Solution (continued)

Type

The Type option allows you to select the kind of media on which to print - **Bond**, **Vellum/Tracing**, or **Film**. To select the media type, press the key beneath the **Type** settings until the desired type indicator lamp illuminates.

NOTE: Only media types actually loaded into the Printer can be selected. When a roll is selected, the media type for that roll is automatically selected also. If more than one media type is loaded when the media source is set to Auto, the default choice priority is Bond (first), Vellum (second), and Film (third). Refer to the applicable Printer Operator Manual for instructions about how to load rolls and specify the width and media type.

Output format

The Output Format option allows you to select the size to which the roll feed media will be cut. It has three modes – **Manual**, **Preset**, and **Synchro**.

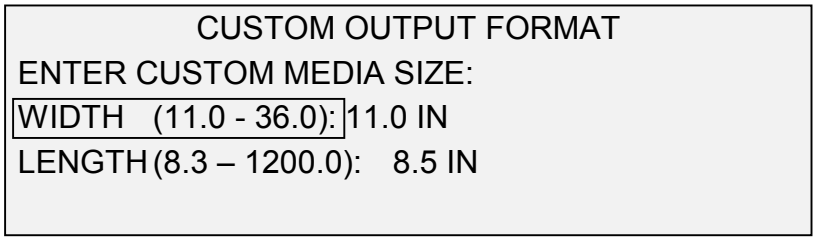
Manual

Manual allows you to enter the desired length and width manually.

To select the Manual mode:

1. Press the key beneath **Output Format** until the **Manual** indicator lamp illuminates. The CUSTOM OUTPUT FORMAT screen is displayed.

NOTE: If the indicator lamp is already lit, press the key once to display the screen.



2. Press the **Previous** or **Next** key to select WIDTH or LENGTH.
3. Press the **Enter** key to confirm the choice.
4. Use the numeric keypad to enter the desired value.

NOTE: The entered value must be within the limits shown in parentheses on the screen.

5. Press the **Enter** key to confirm the value.
6. Repeat steps 3 to 5 to enter the value for the remaining setting.
7. When the values for WIDTH and LENGTH are correct, press the **Exit** key to return to the READY screen.

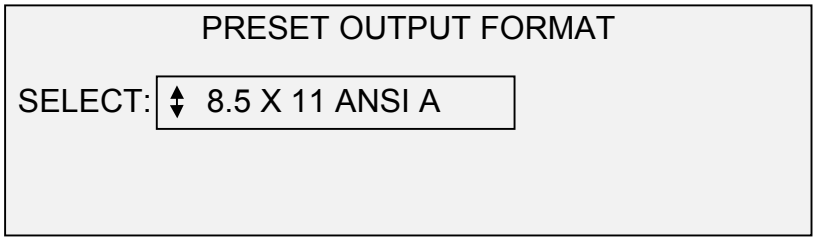
Preset

Preset allows you to select a predefined length to which the roll media should be cut during printing. The associated width specification will depend on the Media Source selection. If the **Media Source** selection is set to **Auto**, the system will select the roll of media that best matches the width specification. If **Media Source** is set to **R1, R2, R3,** or **R4**, the system will use the selected roll regardless of the width specification.

To select the Preset mode:

1. Press the key beneath **Output Format** until the **Preset** indicator lamp illuminates. The PRESET OUTPUT FORMAT screen is displayed.

NOTE: If the indicator lamp is already lit, press the key once to display the screen.



2. Press the **Previous** or **Next** key to select an item from the list.

NOTE: Formats can be added or removed from this list. Refer to "Custom Media Formats" in the "Main Menu" section for more information.

3. Press the **Enter** key to confirm the choice and return to the READY screen.

Synchro

When the **Synchro** mode is selected, the Synergix Digital Solution measures the length of the original as it passes through the Scanner and automatically cuts the media at the Printer to match the length of the original document. Synchro is the factory default. To select the Synchro mode, press the key beneath **Output Formats** until the **Synchro** indicator lamp illuminates.

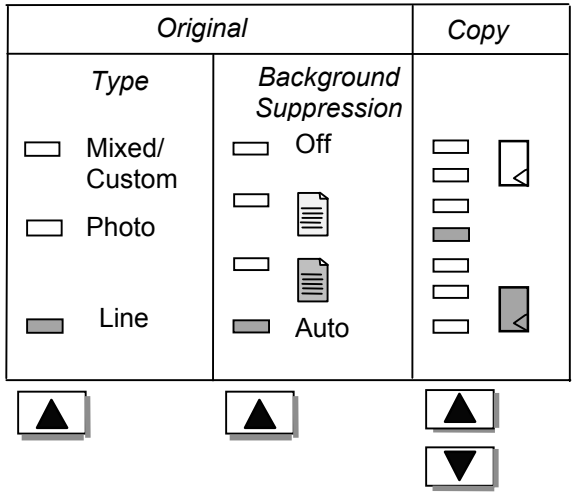
Getting to know the Synergix Digital Solution (continued)

IMAGE QUALITY

The **Image Quality** area of the Scanner Control Panel allows you to make corrective adjustments to the image and extract the best possible copy quality from an original document. It contains the **Type**, **Background Suppression**, and **Copy** options.

The illustration below depicts the Image Quality portion of the Control Panel.

Image Quality



Type

The **Type** option allows you to specify the type classification of your document. To select the document type, press the key beneath the **Type** settings until the desired Type indicator lamp illuminates.

The Type settings are:

- **Line** (factory default) - Select Line for an image containing text, line art, or a mixture of these.
- **Photo** - Select Photo when the document contains a gray scale or color image, such as a photograph.

NOTE: The Background Suppression option cannot be used with the Photo setting. If Photo is selected, Background Suppression is automatically set to Off.

- **Mixed/Custom** - Select Mixed/Custom if the document contains a mixture of photographic and line images or halftone images.

***NOTE**: The Background Suppression option cannot be used when scanning in color and Mixed/Custom is selected. If SCAN OPTIONS (COLOR) is selected, Background Suppression is automatically set to Off.*

> ***NOTE**: The scanning speed changes, depending on the above selection. The speeds are listed in Appendix 1.*

Background Suppression

The **Background Suppression** option enables you to make adjustments for documents that contain poor contrast between the foreground image and the background. The Background Suppression selections work with the Dynamic Image Quality (Dynamic IQ) feature, that pre-scans the image, to ensure the best image quality possible. Refer to Menu, Configuration, Scanner Control to select this feature,

***NOTE**: Background Suppression is disabled when scanning in color, and MIXED is selected.*

Four choices are provided:

Off This setting disables Background Suppression. It produces a document that reproduces all the characteristics of the original document with minimum alteration. Choose this selection when:

- The lead edge of the document is very different from the rest of the document (e.g., the lead edge contains a black border).
- Maps with grayscale or color content may copy best in this mode.
- To retain more light color information such as light gray or yellow

*NOTE**: If Photo is selected as the Original Type, the Off setting is automatically selected. The contrast can still be adjusted by pressing the key(s) beneath Image Quality Copy**.*



(Light) This setting works best for documents on translucent or transparent media, such as vellum (tracing paper) or film, or with medium levels of colored background on opaque media or for documents.. Such documents have a higher contrast between the foreground and background than dark documents, but less contrast than normal documents.



(Dark) Use this setting for documents with a dark background or with medium contrast between the foreground and background. In this mode, the background is not suppressed, but the foreground image is improved to increase the contrast.

Auto (factory default) – The Scanner automatically adjusts the image quality parameters to obtain the best copy

***NOTE**: All three Background Suppression settings can be adjusted further by changing the contrast setting in the Image Quality Copy area.*

Copy

The **Copy** option allows you to darken or lighten the contrast of the copy with respect to the original document. Press the **down arrow** key to darken the contrast. Press the **up arrow** key to lighten the contrast. The indicator lamp for the selected contrast setting illuminates. The middle contrast setting is the factory default setting.

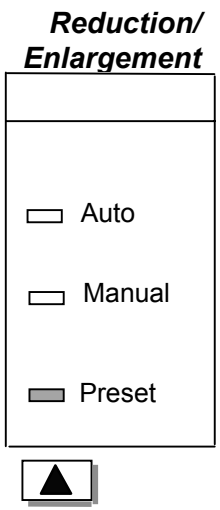
You can use this feature to further adjust the effects of the Type and Background Suppression selections. The feature operates with all four Background Suppression modes.

Getting to know the Synergix Digital Solution (continued)

REDUCTION/ENLARGEMENT

The **Reduction/Enlargement** area of the Scanner Control Panel allows you to select one of three reduction/enlargement modes – **Auto**, **Manual**, and **Preset**. The illustration below depicts the Reduction & Enlargement portion of the Control Panel.

NOTE: ***Reduction/Enlargement can only be selected in COPY mode.***



Auto

Auto automatically adjusts the reduction/enlargement to fit the size of media selected. To select the Auto mode, press the key beneath **Reduction/Enlargement** until the **Auto** indicator lamp illuminates.

NOTE*: The size of the output media must be known in advance for this feature to operate. Therefore, Auto is not a valid selection if both the Synchro cut option and the Sheet or Auto media source option are selected. If you select this combination, an INVALID AUTO COMBINATION status is displayed.*

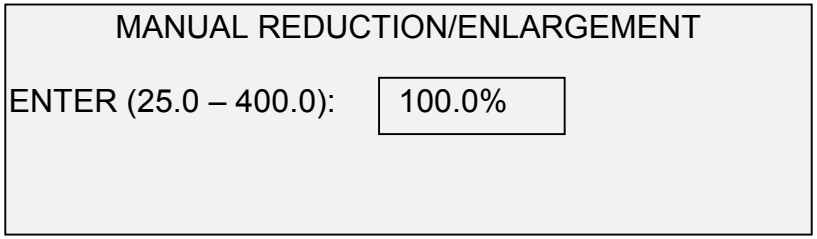
Manual

Manual allows you to reduce the image captured by the Scanner to as little as 25% or as much as 400% of the original size before the copy is printed.

To select the Manual mode:

1. Press the key beneath **Reduction/Enlargement** until the **Manual** indicator lamp illuminates. The MANUAL REDUCTION/ENLARGEMENT screen is displayed.

NOTE: If the indicator lamp is already lit, press the key once to display the screen.



2. Enter a reduction/enlargement between 25 and 400. You can select any value between these limits in 0.1% increments.
3. Press the **Enter** key to confirm your choice and return to the READY screen. The READY screen now displays the new reduction/enlargement percentage.

NOTE: Pressing the Exit key rejects the choice and retains the previous setting.

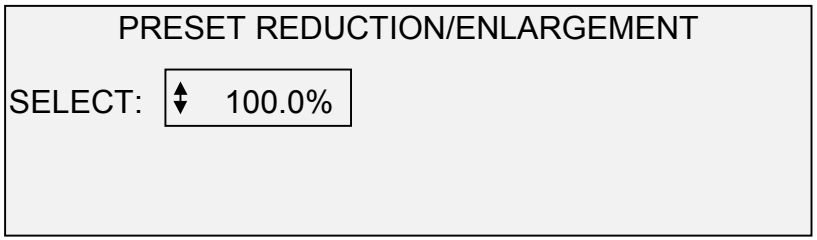
Preset

Preset (factory default) allows you to select a predefined reduction or enlargement percentage.

To select the **Preset** mode:

1. Press the key under **Reduction/Enlargement** until the **Preset** indicator lamp illuminates. The PRESET REDUCTION/ENLARGEMENT screen is displayed.

NOTE: If the indicator lamp is already lit, press the key once to display the screen.



2. Press the **Previous** or **Next** key until the desired reduction/enlargement ratio is displayed. The possible choices are any combination of the following:
 - 50%, 100% (default), and 200%
 - 65% and 129%, if the ANSI and ARCH sizes are enabled
 - 71% and 141%, if the ISO A, ISO B or JIS B sizes are enabled
 - Up to six additional preset values, if these values have been defined using the CUSTOM R/E Presets menu function.

NOTE: Refer to "Media Series" in the "Main Menu" section for more information about enabling media series and defining custom presets.

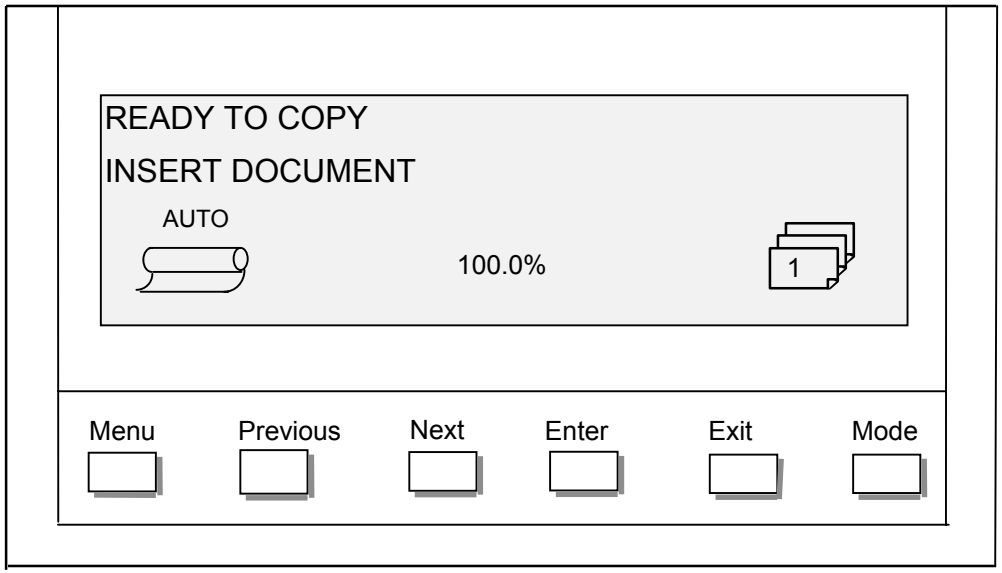
3. Press the **Enter** key to confirm your choice and return to the READY screen. The READY screen now displays the new reduction/enlargement percentage.

NOTE: Pressing the Exit key rejects the choice and retains the previous setting.

Getting to know the Synergix Digital Solution (continued)

GRAPHICAL DISPLAY AND NAVIGATION KEYS

The middle portion of the Scanner Control Panel contains the graphical display and the navigation keys. The illustration below depicts the middle portion of the Control Panel.



GRAPHICAL DISPLAY

The graphical display provides you with information and instructions pertaining to the system. It consists of up to four lines of text and graphics. The display can be adjusted upward for better viewing.

NAVIGATION KEYS

The navigation keys, located beneath the display, are used to move through the menu screens, to select items on the screen, and to specify parameters when an options screen is displayed. Some keys have more than one function depending on the screen being displayed at the time. These special functions are explained in later sections.

Menu

The **Menu** key invokes the main menu. If a menu screen is already being displayed, pressing this key exits the menus and directly returns you to the previous READY state.

Previous

The **Previous** key highlights the previous item in a displayed list.

Next

The **Next** key highlights the following item in a displayed list.

Enter

The **Enter** key either confirms the selection of the currently highlighted item or confirms an entered numeric value.

Exit

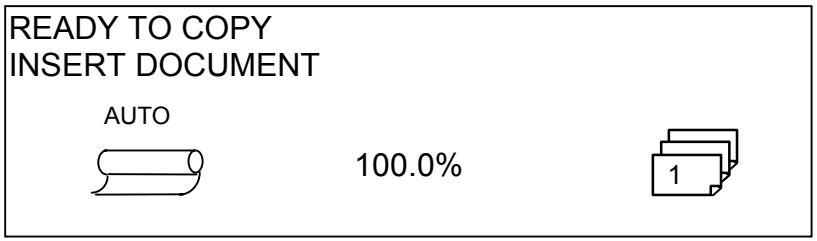
The **Exit** key cancels a selection operation and returns you to a previous screen. It has other effects, depending upon the specific situation, that are explained later.

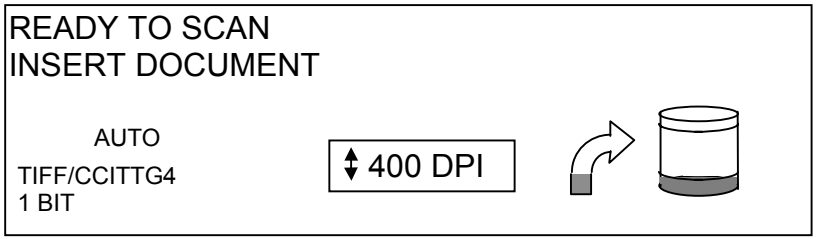
Mode

The **Mode** key is a valid selection only when READY is displayed on the screen. This key is used to switch between the READY TO COPY mode and the READY TO SCAN mode. The SCAN mode can be entered only if the Synergix Digital Solution is configured for use on a network.

Below are examples of the READY screen in COPY and SCAN modes.

***NOTE**: The copy mode will be disabled and the READY TO COPY screen will not be accessible when the SCAN OPTION (COLOR) is enabled and a color printer is connected to the AccXES. When the Scanner is switched on and initialization is complete the READY TO SCAN screen will be displayed. In addition, if the SCAN MODE is disabled and a color printer is connected, the Scanner will be disabled.*





Getting to know the Synergix Digital Solution (continued)

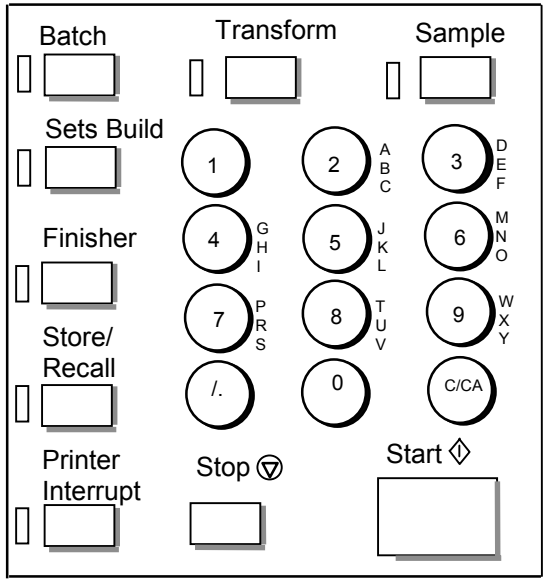
In the COPY mode, the scanned image, or set of images, is printed on the Printer and then deleted from the hard disk.

In the SCAN mode, the scanned image, or set of images, is stored on the hard disk for later retrieval over a network by a client running on a remotely located device. Refer to the "Scanning to the Network" section for more information about the SCAN mode.

NOTE: **The SCAN mode is an optional feature in the 8825 Synergix Digital Solution. Contact your XES representative for ordering information.**

NUMERIC KEYPAD AND SPECIAL FEATURES/CONTROL KEYS

The right side of the Scanner Control Panel contains a numeric keypad for entering quantities, keys for selecting other features, and keys for controlling the scanning and printing of images. To the left of some of the keys are indicator lamps that illuminate when the associated feature has been selected.



NUMERIC KEYPAD

The numeric keypad contains the 0 to 9 numeric keys, the decimal key and the C/CA key.

Numeric (0-9) keys

These keys are used for numeric entry, password entry, and copy quantity fields.

NOTE: ***The letters below the numbers are for future use.***

Decimal key

This key is used for entering numeric values and string entries for account number fields.

NOTE: ***The forward slash (/) to the left of the decimal is for future use.***

C/CA (Clear/Clear All) key

This key has the following functions:

- When in READY TO COPY mode, one press clears the current copy count to one. Two presses within one second resets the copy parameters to the default settings.
- When in READY TO SCAN mode, pressing this key brings up the CLEAR SCANNED IMAGE screen.
- When in READY TO BUILD SET mode, pressing this key brings up the scanned document (Refer to *Sets Build key* for additional information).
- When in the entry state for numeric entry fields, pressing this key acts as a backspace/delete key. When the last digit is deleted, the numeric field goes to zero.
- When in password entry and string entry fields, pressing this key acts as a backspace key. When the last character is deleted, the field is blank.
- When in quantity entry fields, pressing this key clears the field to 1.

Getting to know the Synergix Digital Solution (continued)

SPECIAL FEATURES KEYS

The special features keys are used to activate, deactivate, or change parameters associated with special features. An indicator lamp adjacent to each feature key illuminates whenever the corresponding feature is activated.

The special features keys include the **Printer Interrupt**, **Store/Recall**, **Finisher**, **Sets Build**, **Batch**, **Transform**, and **Sample** keys. These keys are described in detail in the *Special features keys* section of this guide.

SCAN CONTROL KEYS

The **Start** and **Stop** keys control the scanning and printing of images.

Start key

The **Start** key is used to begin the copy sequence when the AUTOSCAN feature is not enabled.

If you press the Start key while the status is NOT READY or INVALID AUTO COMBINATION, the system will beep to indicate an invalid key press. If you press the Start key while the status is READY TO COPY or READY TO SCAN, the document is scanned.

NOTE: INVALID AUTO COMBINATION indicates an incompatible combination of AUTO settings (i.e., Media Selection Source set to Sheet or Auto, Media Selection Output Format set to Synchro, and Reduction/Enlargement set to Auto).

Stop key

The **Stop** key allows you to immediately stop the scanning operation to prevent damage to the document. Any scanned information is discarded. The READY screen prompts you to remove the document.

The Printer and the Controller

For information about the Printer and Controller components of the Synergix Digital Solution and about network connectivity, refer to the documentation listed below.

The *XES Synergix 8825/8830 Printer Operator Manual, 8850 Printer Opertor Manual,* and the *XES Synergix 8855 Engineering Printer Operator Manual* contain instructions for installing media and other consumable supplies, as well as detailed operating instructions for the Printer.

The *XES Synergix 8825/8830/8850 Controller Setup Guide* and the *XES Synergix 8855 Controller Setup Guide* contain details on configuring all the settings for the Controller.

The *XES Synergix 8825/8830/8850/8855 Network Administrator's Guide* contains valuable information about network connectivity and help in determining network connectivity settings.

Powering On the Digital Solution

To power on the Digital Solution, you first must switch on the Scan System and wait for 30 seconds or check that a **P** is displayed on the status LED in the back of the Scan System. Then switch on the Controller, then the Printer. The procedures for powering on the Controller and the Printer vary for the 8825/8830 Digital Solution and the 8855 Digital Solution. Follow the instructions provided in this section for your system.

Initial power-on

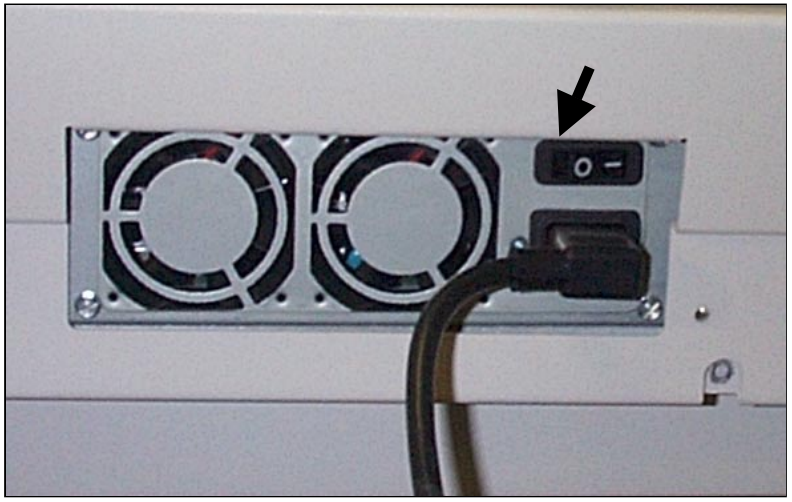
When the Synergix Scan System is present, the DDS parameter must be set to Enabled in order to enable the copy/scan functionality. If the DDS parameter is set to Disabled, copy/scan functionality will not be enabled.

The default for this parameter is Disabled. You must ensure that it is set to Enabled when powering on the Digital Solution for the first time. After setting the DDS parameter, wait 30 seconds, then power the system off then on. Once you enable this parameter, it will remain enabled (even following future software upgrades).

For the Synergix 8825, 8830, and 8850 Digital Solution, you can set this parameter from either the CONTROLLER CONFIGURATION screen of the Printer Control Panel or the PRINTER SETUP/Miscellaneous page of the Web PMT. For the Synergix 8855 Digital Solution, you can only set this parameter from the Web PMT. Refer to the *8825/8830/8850 Controller Setup Manual* or the *Web PMT Printer Manager Tool User Guide* for more information.

Switching on the Scan System

To switch on the Scanner, press the **Power On/Off Switch** on the back of the Scanner to the On (**I**) position as shown below. Wait for 30 seconds or until a P is displayed on the status LED.



When the Scanner is switched on, the fluorescent lamp inside the Scanner illuminates immediately. If the lamp does not illuminate, refer to the "Problem solving" section of this guide.

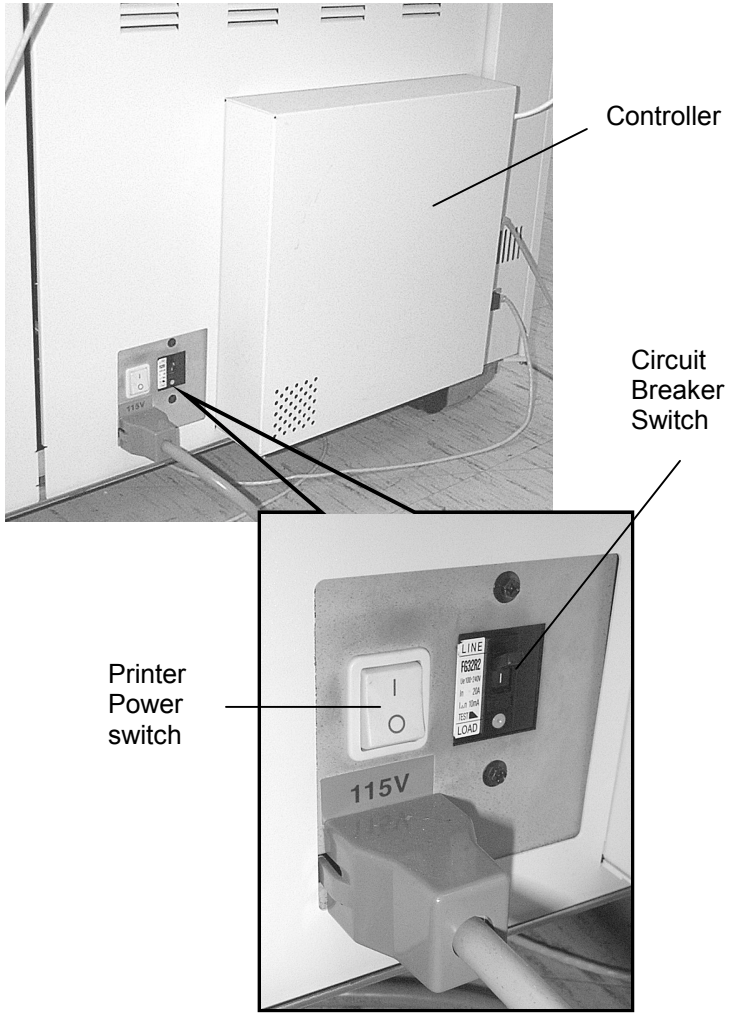
Switching on the Controller and the Printer (8825/8830/8850 Digital Solution)

Certain Controllers receive their power from the Printer. They do not have a separate power switch.

NOTE: Ensure that the Scanner is switched on first and the P. is displayed in the Status Indicator window.

To power on these Controllers and the Printer, do the following:

1. Switch the Printer Power Switch to the Off (**O**) position.
2. Switch the Circuit Breaker Switch to the On (**I**) position.
3. Switch the Printer Power Switch to the On (**I**) position.



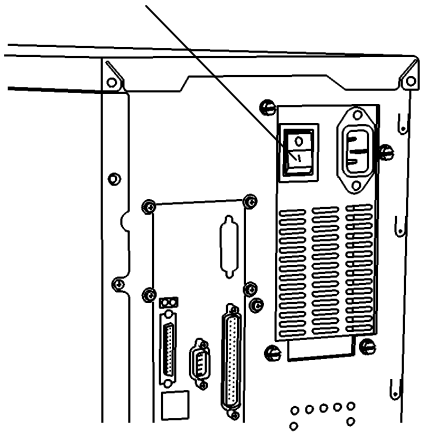
Getting to know the Synergix Digital Solution (continued)

Switching on the Controller and the Printer (8855 Digital Solution)

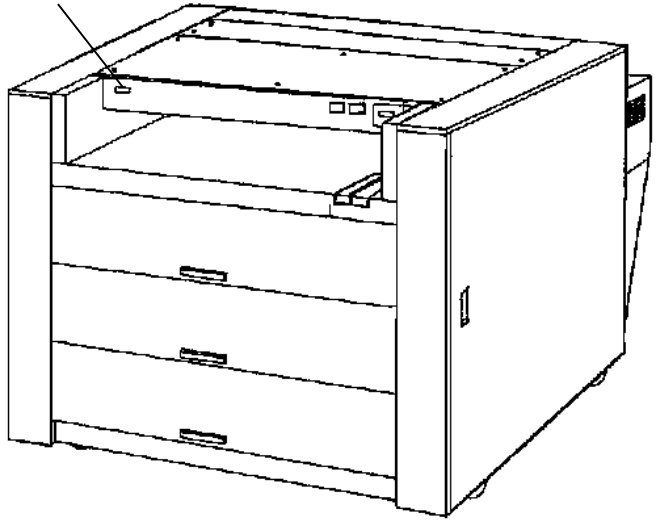
NOTE: Ensure that the Scanner is switched on first and the P. is displayed in the Status Indicator window.

The UP8 Controller and the 8855 Printer each have their own power switch. When powering them on, first power on the Controller and then power on the Printer.

Controller
Power Switch



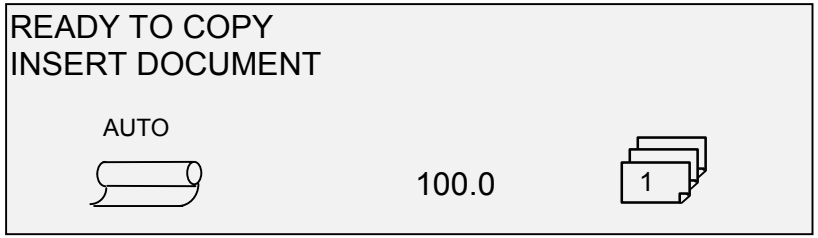
Printer
Power Switch



0122009A-WDM

Scanner Warm-up

The Scanner requires about 45 seconds to warm up and initialize after you power on the Synergix Digital Solution. Once the initialization is complete, the READY screen is displayed. Below is an example of the READY screen.



You can now insert a document into the Document Feed Tray of the Scanner. The Scanner will then transport the document to the starting position. This transportation of the document is called staging.

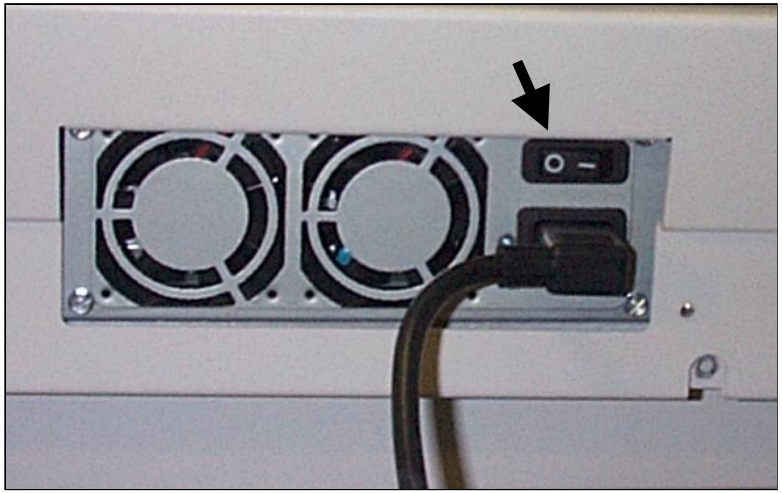
If you cannot insert a document into the feed mechanism and achieve staging after approximately 4 minutes, refer to the "Problem solving" section of this guide.

Getting to know the Synergix Digital Solution (continued)

Powering off the System

To power off the Synergix Digital Solution, do the following:

1. Power off the Controller and the Printer.
 - For the 8825/8830/8850 Digital Solution, switch the Circuit Breaker Switch to the Off (**O**) position. Then switch the Printer Switch to the Off (**O**) position.
 - For the 8855 Digital Solution, first power off the Printer. Then power off the Controller.
2. Switch off the Scanner by pressing the **Power On/Off Switch** on the back of the Scanner to the Off (**O**) position as shown below.



Document quality

Document quality is the primary factor in obtaining good copies from scanned originals. For most documents, the Dynamic IQ feature of the Synergix Digital Solution provides an accurate copy. Some documents, however, require manual adjustments to the settings to achieve the best copy quality.

This section explains the Dynamic IQ feature, describes the characteristics of good quality and bad quality documents, provides tips for preparing and organizing documents for scanning, and summarizes the procedures for scanning documents of different quality types.

Dynamic IQ

The Dynamic IQfeature of the Synergix Digital Solution eliminates the need to make additional manual adjustments for most input documents. Refer to **Menu**, **Configuration**, **Scanner Control** to enable/disable this feature

Dynamic adjustment of copy quality

This feature allows the system to dynamically adjust itself for each document. There are two modes associated with this feature:.

- When Dynamic IQ is enabled, the image is continually monitored as it is being scanned and the copy quality parameters adjusted to achieve the best copy quality.
- When Dynamic IQ is not enabled, the process takes a 0.70 inch (17.8 mm) snapshot over the full width of the image after the first 1.5 inches scanned. It uses this fixed area to set the copy parameters for the remainder of the image being scanned

Dynamic Background Suppression only monitors the document in the process direction, from the lead edge to the trail edge. It cannot make adjustment from the left side to the right side of the document. For example, if the input document is dark, Dynamic IQwill automatically make the appropriate compensation to optimize the reproduction of the dark details. If the input document has a faded background, the Dynamic IQfeature will enable a faithful reproduction of the original. However, the faded background must be inserted with the fading running in the process direction with the darker side being inserted first.

In some cases, you may wish to optimize the settings for individual documents. For example, you may not wish to faithfully reproduce paste-up lines, or other artifacts on the original. For this reason, additional controls are available for selection of document type, document image quality, desired output darkness, and background suppression.

The Dynamic IQfeature, when enabled, uses information about the document captured during the scanning process to set image quality settings. The system automatically adjusts for the darkness of the background and the image content through out the length of the document. When not enable, it only uses the information in a 0.70 (17.8 mm) area over the width of the document to establish the image quality settings. Therefore, best results can be obtained if the document is fed in with an edge that has a representative sampling of both the background and the foreground image.

The Dynamic IQ™ feature provides an accurate copy for most documents including blueline, blueprints, color line art/text, and mixed documents containing combinations of halftone and art, or photograph and art. For documents with inverted images, the INVERT function should be enabled. Refer to "Inverting an image" in the "Special features keys" section for instructions on the INVERT function.

Automatic edge detection and document centering

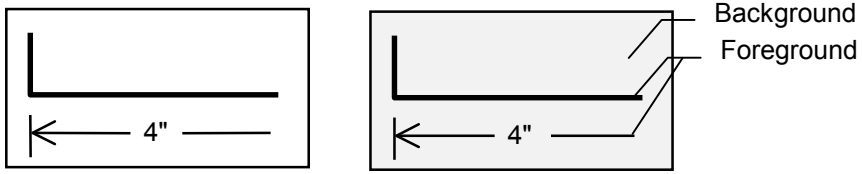
The AUTOWIDTH and AUTOCENTER features enable the system to automatically detect the width and center of the document. In cases such as transparencies or translucent documents where automatic detection is not possible, the System will prompt you to enter the width manually. You then must center the document before inserting it into the Scanner.

You can enable/disable the AUTOWIDTH/CENTER feature at any time. Refer to "Scanner Control" in the "Main Menu" section for more information.

Determining document quality

Some documents require additional adjustments to obtain the best copy quality. Documents of good quality are easy to scan and usually give good copies on the first attempt. Documents of bad quality may require more than one attempt, using different settings, to obtain the best copy quality.

What is a good quality document?



A good quality document has *all* of these characteristics:

- The contrast between the foreground (the image of interest) and the background is high. The foreground may be color or black.
- The foreground is a solid, high-density black or dark color (or dark blue on a blueline, or dark brown on a sepia). The foreground density is uniform. There is only one kind of foreground (e.g., there are no pencil additions on ablueline). If the document is of mixed type, the foreground is color.
- If the document is white on black or white on blue, the foreground is clear white or nearly white, and the background is a solid, high-density black or dark color.
- The background is white or light-colored and is free of speckling or other noise. The background density is uniform.
- The document has no creases, folds, stains, tears or extraneous marks that the Scanner might interpret as foreground.

What is a bad quality document?

Bad quality documents often require special attention to achieve a usable image. Fortunately, the Synergix Digital Solution incorporates special image processing technology that can extract acceptable images from documents degraded by many kinds of problems.

A bad quality document has one or more of the following problems:

- The foreground is light (e.g., a faded or overexposed blueprint or light pencil lines).
- The foreground has variable density (i.e., some parts are dark and some parts are light).
- The foreground consists of two or more densities or colors (e.g., pencil additions on an ink drawing, or pencil or ink additions on a sepia).
- The background is medium dark or dark (e.g., underexposed blueprint).
- The background has variable density.
- The background has speckles.
- The document has creases, folds, stains, tears, or extraneous marks that the Scanner might interpret as foreground.

Document quality (continued)

Preparing documents

When preparing documents for scanning, keep the following points in mind:

If documents have been stored rolled up, flatten them out. They will be much easier to handle if they have been stored flat for at least eight hours. The longer that documents have been stored flat, the easier it will be to scan them. Rolled-up documents will typically roll back up after being scanned.

If possible, sort the documents you are going to scan according to these guidelines:

- First, group the documents by media type -bond, vellum or film. Within each document type, you can further group the documents by image type (e.g., blueprint, pencil, sepia, line, photo, mixed (photo and line, blueline and pencil), and so forth).

 Line documents contain lines or text against a highly contrasted background.

 Photo documents are continuous-tone or grayscale images.

 Mixed/Custom documents contain both line elements and photo elements or halftone images.

 Scanning groups of documents of the same type minimizes the number of changes you will need to make to the **Image Quality** settings.

- Next, divide the documents in each media type group into "good" and "bad" piles based on your evaluation of their foreground and background quality. See "What is a good quality document?" and "What is a bad quality document?" in this section for assistance in doing so.

 By grouping the documents in this way, you can scan the good quality documents first. Then you can focus on the bad quality documents, which will require more attention.

- Next, determine if any of the documents are inverted (i.e., white or light foreground against dark background). If any documents are inverted, refer to "Inverting an image" in the "Special features keys" section.

- Finally, sort the documents by size. This minimizes the number of times you will need to change the **Media Selection Output Format** settings when using preset or custom format sizes.

Scanning strategies

When scanning documents, always try the default image processing settings first. Select the document type – Line, Photo, or Mixed/Custom and use the default settings for that type. These settings have been designed to give the optimum image quality for most documents.

If you have a special original type, you may want to try some of the advanced image processing features available on the Scanner. Table 2 on the next page describes the scanning strategies for special original types.

Document quality (continued)

Table 2. Scanning strategies for special documents

Type of original	First step to try	Second step to try	Third step to try
Color photograph	Set Original Type to **Photo**.	Set Original Type to **Mixed/Custom** and Background Suppression to **Off**.	Set Original Type to **Line** and Background Suppression to **Off**.
Color lithograph	Set Original Type to **Mixed/Custom** and Background Suppression to **Off**.	Set Original Type to **Line** and Background Suppression to **Off**.	Set Original Type to **Photo**.
Color map	Set Original Type to **Line** and Background Suppression to **Off**.	Set Original Type to **Mixed/Custom** and Background Suppression to **Off**.	
Old blueprint or sepia with dark background	Set Original Type to **Line,** Background Suppression to **dark original,** and Transform, Invert to **ON**.	Set Original Type to **Line** and Background Suppression to **Auto.**	Adjust the **Copy** contrast as required for best image quality.
Old blueprint or sepia with dark background and side-to-side fading	Set Original Type to **Line** and Background Suppression to **Auto**.	If fade is still visible in the copy, rotate the original 90 degrees. Generally, feeding the darkest edge first provides the best results.	Adjust the **Copy** contrast as required for best image quality.
Faded line/text drawing	Set Original Type to **Line** and Background Suppression to **Auto**.	If fade is still visible in the copy, rotate the original 90 degrees.	Adjust the **Copy** contrast as required for best image quality. In reduction, use line suppression.
Line, Photo, or Mixed/Custom original on film, clear film, vellum/tracing or other translucent media	Set **Background Suppression** to (light**)**.		
Film original with banding in background area	Set **Background Suppression** to (light**)**.		
Film original with blurred text or gray shadows	Set **Background Suppression** to (light**)** and **Type** to **Line** or **Mixed/Custom**.		

Making copies

When the Graphical Display indicates **READY TO COPY**, the Synergix Digital Solution is ready to make copies.

Controlling the scan

Several settings are available for controlling how the Scanner starts and finishes a scan. These settings are accessible from the SCANNER CONTROL option of the CONFIGURATION menu.

When making a copy, you need to be aware of these settings. If any of these settings have been changed from the default settings, the Scanner may not operate according to your expectations.

Below is a brief summary of the scan control settings. For complete information about these settings, refer to "Scanner Control" in the "Main Menu" section.

DOCUMENT RETURN

FRONT is the default setting. When the DOCUMENT RETURN feature is set to FRONT, the Scanner returns the document to the front or READY position at the completion of the scan. When the DOCUMENT RETURN feature is set to REAR, the Scanner delivers the document to the rear Stacker at the completion of the scan.

NOTE ***Some documents will always exit to the rear at the completion of the scan regardless of the DOCUMENT RETURN setting. These documents include:***

- Thick documents
- Documents longer than 5 feet (1.52 meters)
- Very wide documents that cover both document width sensors
AUTOSCAN

AUTOSCAN enabled is the default setting. Normally, the AUTOSCAN mode is enabled. When it is enabled, the Scanner automatically begins the scanning of a document when the document is inserted. If AUTOSCAN is disabled, the Scanner transports the document to the starting position and then waits for you to press the **Start** key before beginning the scan.

AUTOWIDTH

AUTOWIDTH enabled is the default setting. When AUTOWIDTH is enabled, the Scanner automatically detects the width of the document. When AUTOWIDTH is disabled, you must enter the width of the document manually, and very carefullly center the document when inserting it into the Scanner.

AUTOCENTER

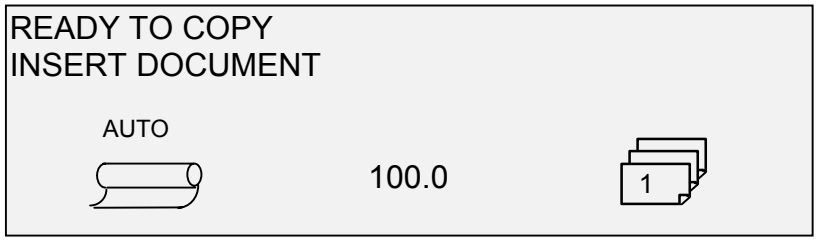
AUTOCENTER enabled is the default setting. When AUTOCENTER is enabled, the Scanner automatically centers the image. When AUTOCENTER is disabled, you must carefully center the document during insertion into the Scanner.

Making copies (continued)

Making a copy with the default settings

When the default document settings are used, the display indicates that the roll of media that best fits the size of the original document will be automatically selected. The reduction/ enlargement setting is 100%, so the copy will be the same size as the original document. The copy quantity is set to 1.

The illustration below shows the READY screen in its default state.



NOTE: *Many document settings other than the default settings are possible. For example, the options keys on the Scanner Control Panel allow you to control the media selection, image quality and reduction/enlargement percentage. The Transform special features key allows you adjust the margins around the image, specify the position of the image on the media, and transform the image into a mirror and/or inverted image. Refer to the applicable sections of this guide for detailed information about the many document settings available to you.*

To make a copy using the default document settings:

1. Insert the original document *face down* and *centered* on the Document Feed Tray of the Scanner.

NOTE: If the document is not exactly centered and the AUTOCENTER feature is enabled, the Synergix Digital Solution will automatically correct the problem electronically. The resulting image will still be correctly positioned on the output media. If AUTOCENTER or AUTOWIDTH is disabled, you will need to carefully center the document when inserting it. Refer to "Controlling the scan" on the previous page.

2. Gently move the document forward until the lead edge engages the feed rolls. The Scanner transports the document to the starting position. It then scans the document. The resulting image is electronically sent to the Printer and your copy is printed.

NOTE: If AUTOSCAN is disabled, you will need to press the Start key to begin the scan. Refer to "Controlling the scan" on the previous page.

3. When the document is returned to the READY position, do one of the following:
 - Pull the document to remove it. Lift the Thick Document Lever to remove fragile or thick documents.
 - Press the **Start** key on the Scanner Control Panel to scan the document again.

NOTE: If DOCUMENT RETURN is set to REAR, the document is delivered to the rear Stacker. Some documents exit to the rear Stacker regardless of the DOCUMENT RETURN setting. Refer to "Controlling the scan" on the previous page.

Making a copy the same size as the original document

1. Set the **Media Selection Source** to **Auto.** The **Auto** indicator lamp illuminates. This setting allows the Synergix Digital Solution to automatically select the available media roll that best fits the image width.

NOTE: If the correct media size is not loaded, the next larger size will be used.

2. Select the **Media Selection Type**. The default setting is **Bond**.
3. Set the **Media Selection Output Format** to **Synchro.** This setting cuts the media to the same length as the original document.
4. Set **Reduction/Enlargement** to **Preset.** If the size is not already set to 100%, use the **Previous** and **Next** keys to select a reduction and press the **Enter** key.
5. Insert the document *face down* into the Scanner. If the scan does not start automatically, press the **Start** key.

***NOTE**: To set the scan to begin automatically, refer to "Scanner Control" in the "Main Menu" section.*

***NOTE**: If the Synergix Digital Solution must rotate the image to fit on the selected media size, additional processing time is required. If possible, feed the original image so that no image rotation is required. This will achieve the fastest processing time.*

For example, if an A-size copy is required on a 12-inch (30.48 cm) roll, feed the original with the short edge first, not the long edge first. If a B-size copy is required on a 17-inch roll, feed the document with the long edge first, not the short edge first.

The Scanner scans the document and the Printer (if not already busy) prints the copy immediately. If the Printer is busy when the scan is made, the copy will be printed when the Printer becomes available.

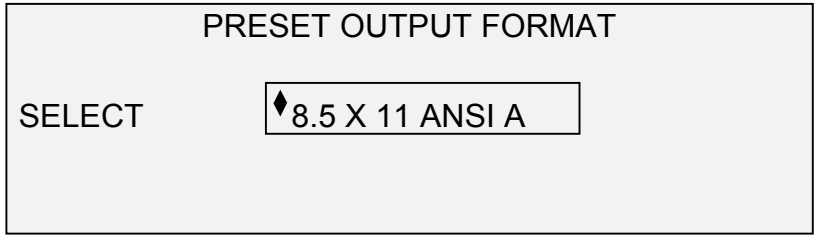
When the Scanner detects the trail edge of the document, the Printer automatically cuts the media so that the copy is the same length as the original document.

Making copies (continued)

Fitting the image to a fixed copy size

The Synergix Digital Solution can automatically fit the scanned image onto a predefined size of media.

1. Set the **Media Selection Source** to **Auto.** The **Auto** indicator lamp illuminates. This setting allows the Synergix Digital Solution to automatically select the available media roll that best fits the image width.
2. Select the **Media Selection Type** of media. The default setting is **Bond**.
3. Set the **Media Selection Output Format** to **Preset** and select the desired page size. This setting cuts the media to a previously defined length that the operator chooses.



4. Press the **Previous** or **Next** key until the desired output size is highlighted.
5. Press the **Enter** key to confirm your choice.
6. Set the **Reduction/Enlargement** to **Auto**.
7. Insert the document f*ace down* into the Scanner. If the scan does not start automatically, press the **Start** key.

***NOTE**: To set the scan to begin automatically, refer to "Scanner Control" in the "Main Menu" section.*

The Scanner scans the document, and the Printer (if not already busy) prints the copy immediately. If the Printer is busy when the scan is made, the copy will be printed when the Printer becomes available.

Scanning when using a Folder

When using a Folder, the document must be inserted in the Scanner with the title block positioned as shown in Table 3 on the next page in order to have the title block visible after the copy is folded. To ensure that the correct size fold is obtained, use the paper roll width indicated in the **Recommended Printer Media Roll Width** column.

Documents larger than 80 inches (2.1M) can only be partially folded.

When using the Reduction/Enlargement feature and a Folder, you must orient and insert the document title block in the same orientation as the resulting enlargement or reduction copy size. In addition, the recommended media should be used.

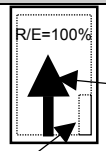
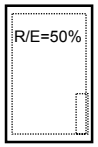
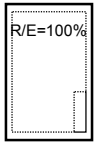
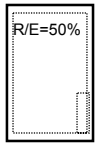
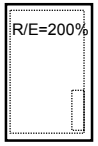
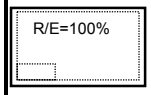
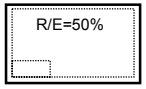
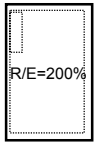
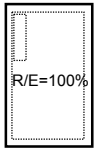
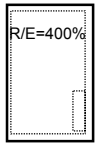
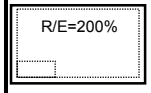
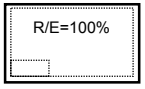
For example: the job requires that an A (A4) document be enlarged to a C (A2) document. To have the title block be visible after folding, the A (A4) document must be inserted as if it were a C (A2) document. Refer to Table 3 on the next page.

To ensure that the copy is folded correctly, and will not jam in the Folder, it is recommended that you only select standard reductions and enlargements (e.g., A to C, A to E, B to D, A4 to A2, A4 to A0, A3 to A1, etc.). These selections are identified in Table 3 by the document icon. Those areas that are blank are not recommended because the title block may not be visible after the folding is complete. You may want to refer to "Custom R/E Presets" in the "Main Menu" section, and set up the Reduction/Enlargement default to show the standard reduction and enlargement shown in Table 3. Set the reduction /enlargement to display A to C (A4 to A2) above the keys.

For additional folding information, refer to the *Folder Operator Manual*.

Scanning when using a Folder (continued)

Table 3. Document title block orientation

		OUTPUT STANDARD SIZES														
		E/A0			D/A1			C/A2			B/A3			A/A4		
		Input Title Block Position	Recommended Printer Media Roll Width		Input Title Block Position	Recommended Printer Media Roll Width		Input Title Block Position	Recommended Printer Media Roll Width		Input Title Block Position	Recommended Printer Media Roll Width		Input Title Block Position	Recommended Printer Media Roll Width	
			ANSI	ARCH		ANSI	ARCH		ANSI	ARCH		ANSI	ARCH		ANSI	ARCH
INPUT STANDARD SIZES	E/A0	 Feed Direction Title Block	34	36					17	18						
	D/A1					22	24					11	12			
	C/A2		34	36					17	18					11	12
	B/A3					22	24					11	12			
	A/A4		34	36					17	18					11	12

Scanning oversized documents

An oversized document is defined as any document that is larger in width or length than a standard E-size (A0) document.

LONG DOCUMENTS

Operator assistance will be required to guide and control the position of a long document to prevent it from skewing or moving from side-to-side as it feeds through the scanner.

WIDE DOCUMENTS

Documents wider than 36 inches (914 mm) but less than 42 inches (1057 mm) can be scanned. However, the scanned image area, of a document centered on the Feed-in Shelve, is 36 inches (914 mm). Any image beyond the 36 inch (914 mm) width will be clipped off on the output copy.

When a document wider than 36 inches (914 mm) is inserted into the Document Handler, a message will be displayed to enter the scan width. To scan the document, enter 36 in.(914 mm) then press the **Enter** key to start the scan. A number larger than 36 (914) will not be accepted.

Special features keys

The Synergix Digital Solution has many enhanced features for making copies that meet special needs. The keys that control these features are on the right side of the Scanner Control Panel.

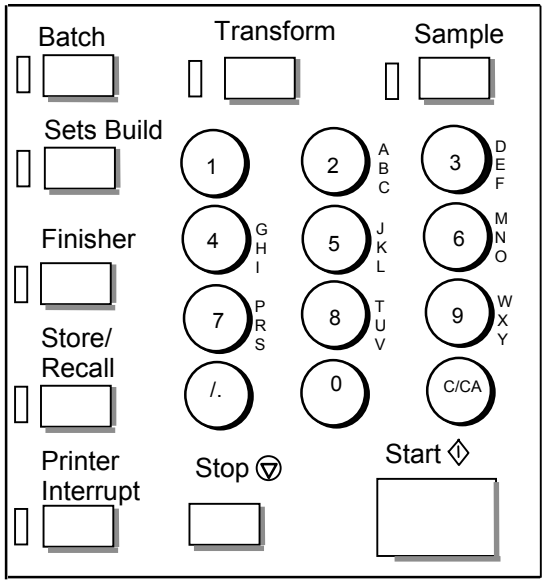
To enable a feature, press the applicable key. If the feature has an associated screen, that screen is displayed when the key is pressed. If any settings are changed from the default state, the corresponding indicator lamp next to the key illuminates. Pressing the **C/CA** key on the numeric keypad twice returns all settings for the feature to the default state and the corresponding indicator lamp is extinguished.

When the settings for a feature are appropriately set, pressing the same feature key causes the changes to be accepted and the system returns to the READY state. Pressing a different feature key while editing a setting is invalid and causes a beep. Pressing a different feature key while not editing a setting causes the requested feature screen to be displayed.

If a feature has no associated screen, pressing that feature key switches the feature on (enabled) or off (disabled). When such a feature is enabled, the corresponding indicator lamp is illuminated.

If the BEEP function (factory default) is enabled, a beep sound will be heard when a key is pressed. If an improper key is pressed, a multiple beep sound will be heard.

The illustration to the right depicts the special features portion of the Scanner Control Panel.



Printer Interrupt key

Jobs on the Synergix Digital Solution have the following priority:

1. Any job currently printing
2. A copy job that is ready to print
3. A remote print job.

If a remote print job is in progress, a copy job (one or more images captured by the Scanner), cannot normally use the Printer until the remote print job has finished. The Printer Interrupt key enables you to switch the copy priority from normal to high.

To process a copy job immediately, press the **Printer Interrupt** key. The Printer Interrupt indicator lamp illuminates. The current pages of the most current remote print job are completed. Usually a maximum of two pages are printed. The print job is then suspended and you can run copy jobs. When the copy jobs are finished, you can press the **Printer Interrupt** key again. The Printer Interrupt indicator lamp is extinguished. The interrupted remote print job resumes.

If you send no more copy jobs, press no keys, and scan no documents, the Printer Interrupt feature is automatically disabled after a time set by the PRINTER INTERRUPT timer. Refer to "Timers" in the "Main Menu" section for instructions about how to set this value. The default value is 1 minute. It can be set to a value between 1 and 99 minutes.

Special features keys (continued)

Store/Recall key

The Store/Recall feature contains the following menu choices:

- **LAST JOB** – Enables you to recall and reuse the information from the last copy job.
- **JOB TEMPLATES** – Enables you to save the settings from previous jobs in memory as templates.
- **SAVE DEFAULT TEMPLATE** – Enables you to save the settings from the current job as the default template.
- **RECALL FACTORY DEFAULTS** – Enables you to recall the factory default settings as the active default settings.

To access the STORE/RECALL menu:

1. Press the **Store/Recall** key. The STORE/RECALL menu screen is displayed. The black arrows indicate that the menu contains more options than are visible. The selected option is highlighted.



2. Press the **Previous** or **Next** key to scroll through the list of options.
3. When the desired option is highlighted, press the **Enter** key to select the option. The menu or screen for the selected option is displayed.

Last Job

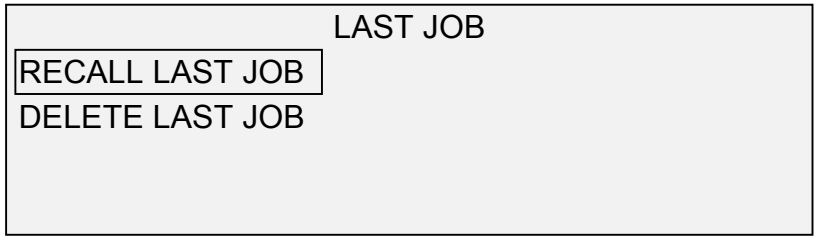
The LAST JOB option of the STORE/RECALL menu provides a sub-menu of the following choices:

- **RECALL LAST JOB** - Enables you to recall and reuse the parameters, images, and features associated with the last copy job. You can either reprint the last job or print a new job using all of the recalled settings. If you desired, the recalled settings could be changed without scanning the job again.
- **DELETE LAST JOB** – Enables you to delete the information from the last job.

***NOTE**: In the SCAN mode, the Last Job option is not available.*

To access the LAST JOB menu:

1. Press the **Store/Recall** key. The STORE/RECALL menu screen is displayed.
2. Press the **Enter** key to select LAST JOB. The LAST JOB menu screen is displayed. The selected option is highlighted.



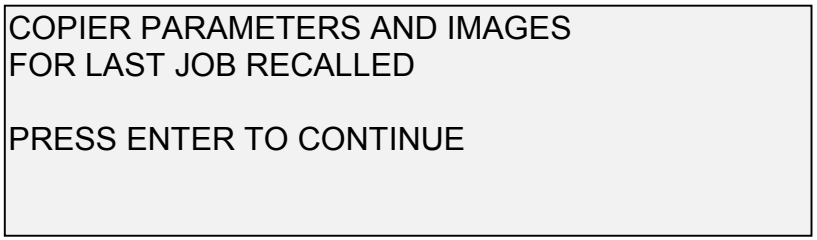
3. Press the **Previous** or **Next** key to highlight the desired option.
4. Press the **Enter** key to select the highlighted option. The screen for the selected option is displayed.

RECALLING THE LAST JOB

Use the RECALL LAST JOB option to recall the information from the last job.

To recall the last job information:

1. Press the **Store/Recall** key. The Store/Recall menu screen is displayed.
2. Press the **Enter** key to select LAST JOB. The LAST JOB menu screen is displayed.
3. Press the **Enter** key to select RECALL LAST JOB. The screen shown below is displayed.



4. Press the **Enter** key to return to the READY screen.

 You can now use the settings as they have been recalled, or you can change one or more of them.

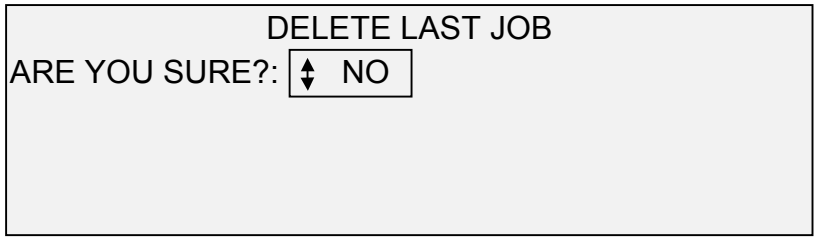
***NOTE**: The recalled job must be printed or cleared before the next document can be scanned. If there is no last job to be restored, as is the case at power up or after the last job has been deleted, a warning message will advise you.*

DELETING THE LAST JOB

If, for security reasons, the parameters and images of the last job should not be left stored, use the DELETE LAST JOB option.

To delete the information from the last job:

1. Press the **Store/Recall** key. The STORE/RECALL menu screen is displayed.
2. Press the **Enter** key to select LAST JOB. The LAST JOB menu screen is displayed.
3. Press the **Next** key to highlight DELETE LAST JOB.
4. Press the **Enter** key to select DELETE LAST JOB. A delete confirmation screen is displayed. The default response is NO.



5. Press the **Previous** or **Next** key to change the response to YES.
6. Press the **Enter** key to confirm the deletion. The screen shown below is displayed. The last job images and parameters are deleted.



7. Press the **Enter** key to return to the READY screen.

Special features keys (continued)

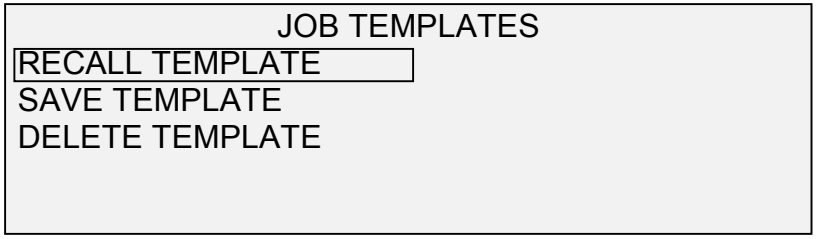
Job Templates

The JOB TEMPLATES option of the STORE/RECALL menu provides a sub-menu of the following choices:

- **RECALL TEMPLATE** - Enables you to recall saved settings.
- **SAVE TEMPLATE** – Enables you to save job settings in memory.
- **DELETE TEMPLATE** – Enables you to delete saved settings.

To access the JOB TEMPLATES menu:

1. Press the **Store/Recall** key. The STORE/RECALL menu screen is displayed.
2. Press the **Next** key to highlight JOB TEMPLATES.
3. Press the **Enter** key to select JOB TEMPLATES. The JOB TEMPLATES menu screen is displayed. The selected option is highlighted.



5. Press the **Previous** or **Next** key to highlight the desired option.
6. Press the **Enter** key to select the highlighted option. The screen for the selected option is displayed.

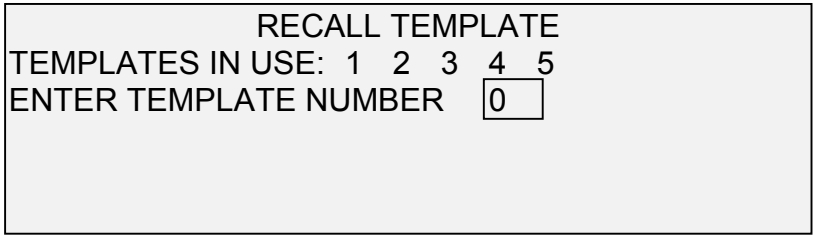
RECALLING JOB TEMPLATES

The RECALL TEMPLATE option allows you to recall job parameters that were previously saved as templates and use them for the current job.

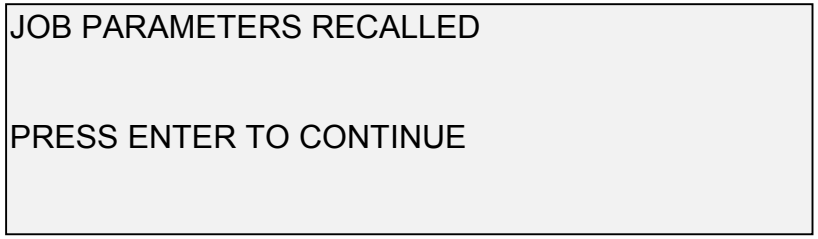
To recall a template:

1. Press the **Store/ Recall** key. The STORE/RECALL menu screen is displayed.
2. Press the **Next** key to highlight JOB TEMPLATES.
3. Press the **Enter** key to select JOB TEMPLATES. The JOB TEMPLATES menu screen is displayed.
4. Press the **Enter** key to select RECALL TEMPLATE. The RECALL TEMPLATE screen is displayed. The storage locations that actually contain templates are shown. Locations that do not contain a template are not shown.

 Below is an example of the RECALL TEMPLATE screen.



5. Use the numeric keypad to enter the location of the template to be recalled.
6. Press the **Enter** key to confirm your choice. A recall confirmation screen is displayed. The associated template is recalled and the Scanner Control Panel settings are configured accordingly.



 You can now use the parameter settings as they have been recalled, or you may change some of them.

***NOTE**: If you change any of the Image Quality settings (i.e., document type, background suppression, or copy contrast) or if you want to invert the image, an error message will advise you to rescan the image. You must rescan the image to change any image quality settings for a job that has been recalled.*

7. Press the **Enter** key to return to the READY screen.

Special features keys (continued)

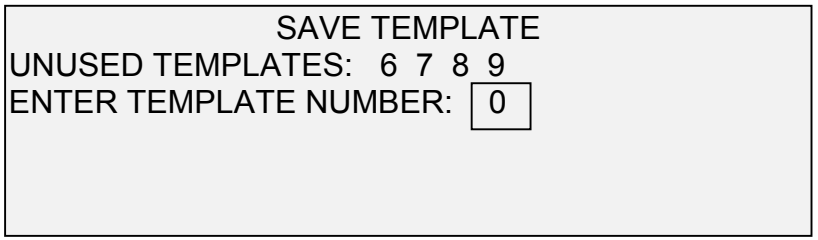
SAVING JOB TEMPLATES

The SAVE TEMPLATE option allows you to save groups of settings associated with a job in memory as templates. Up to nine such templates can be saved.

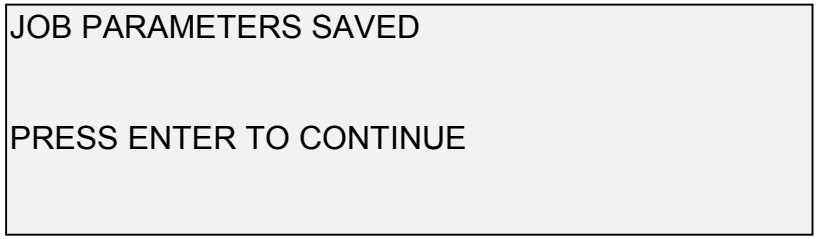
To save a job template:

1. Press the **Store/ Recall** key. The STORE/RECALL menu screen is displayed.
2. Press the **Next** key to highlight JOB TEMPLATES.
3. Press the **Enter** key to select JOB TEMPLATES. The JOB TEMPLATES menu screen is displayed.
4. Press the **Next** key to highlight SAVE TEMPLATE.
5. Press the **Enter** key to select SAVE TEMPLATE. The SAVE TEMPLATE screen is displayed. It shows the unused template locations. Locations that contain a template already are not shown.

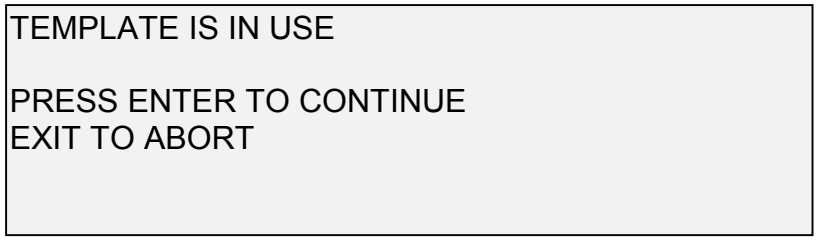
 Below is an example of the SAVE TEMPLATE screen.



6. Choose an unused location and use the numeric keypad to enter its location.
7. Press the Enter key to confirm your location choice. The settings from the current copy job are saved at the location entered and a save confirmation screen is displayed.



***NOTE**: You can replace the contents of a used location with the current job settings information. If you choose a location that already contains information, the TEMPLATE IS IN USE screen is displayed as shown below. Press the Enter key to overwrite the contents. Press the Exit key to cancel the operation.*



8. Press the Enter key to return to the READY screen.

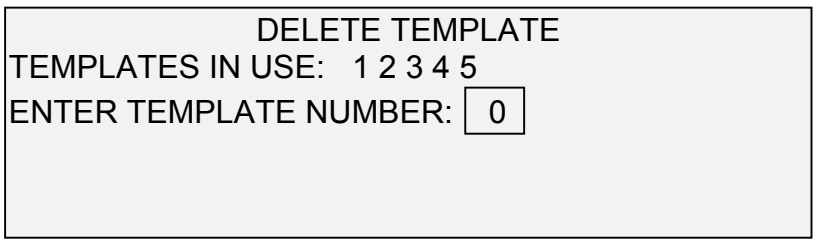
DELETING JOB TEMPLATES

Use the DELETE TEMPLATE option to delete previously saved templates. Doing so leaves the template location blank and available to use again. Once a template has been deleted, it cannot be recalled.

To delete a saved template:

1. Press the Store/ Recall key. The STORE/RECALL menu screen is displayed.
2. Press the Next key to highlight JOB TEMPLATES.
3. Press the Enter key to select JOB TEMPLATES. The JOB TEMPLATES menu screen is displayed.
4. Press the Next key until DELETE TEMPLATE is highlighted.
5. Press the Enter key to select DELETE TEMPLATE. The DELETE TEMPLATE screen is displayed. This screen indicates the locations for the templates currently in use. Locations that do not contain a template are not shown.

 Below is an example of the DELETE TEMPLATE screen.



6. Use the numeric keypad to enter the location of the template to be deleted, then press the Enter key. The deleted location is removed from the list in the DELETE TEMPLATE screen and the contents of that location are deleted.

 You can now select other locations to be deleted in the same way.

7. If no more locations are to be deleted, press the Exit key to return to the READY screen.

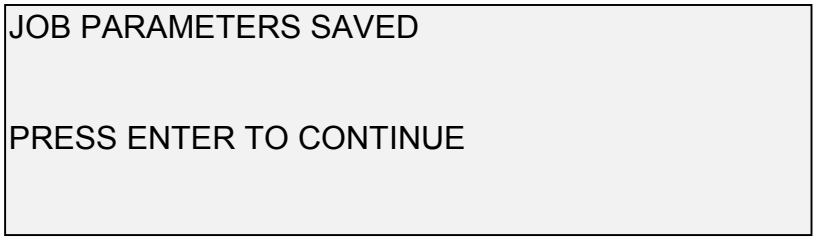
Special features keys (continued)

Save Default Template

The SAVE DEFAULT TEMPLATE option of the STORE/RECALL menu enables you to save the settings for the current job as the default settings. Each additional job will then have these settings established as the default selections.

To save the current job settings as the default template:

1. Ensure that all the options under Media Selection, Image Quality, and Reduction & Enlargement are set as desired. Make any necessary changes.
2. Press the Store/Recall key. The STORE/RECALL menu screen is displayed.
3. Press the Next key until SAVE DEFAULT TEMPLATE is highlighted.
4. Press the Enter key to select SAVE DEFAULT TEMPLATE. A confirmation screen is displayed indicating that the job parameters have been saved.



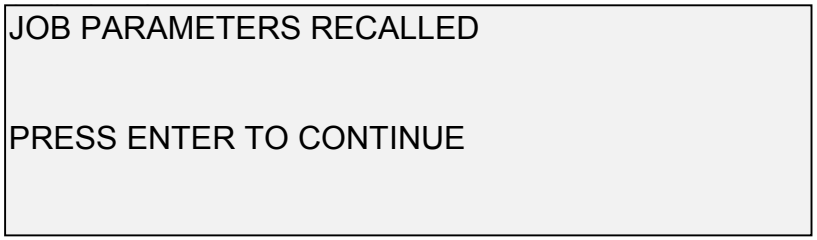
5. Press the Enter key to return to the READY screen.

Recall Factory Defaults

The factory default job settings are permanently stored in memory. The RECALL FACTORY DEFAULTS option of the STORE/RECALL menu enables you to recall the factory default settings as the active default settings.

To recall the factory default settings:

1. Press the Store/ Recall key. The STORE/RECALL menu screen is displayed.
2. Press the Next key until RECALL FACTORY DEFAULTS is highlighted.
3. Press the Enter key to select RECALL FACTORY DEFAULTS. The factory default settings are immediately recalled. A confirmation screen



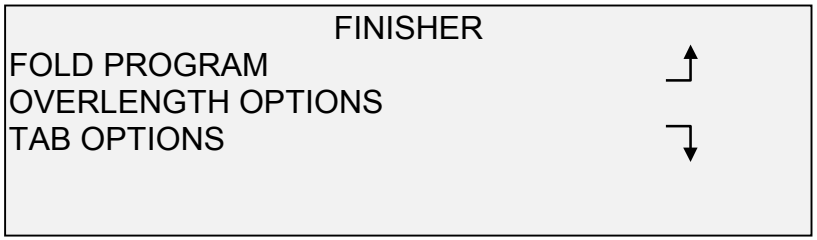
4. Press the Enter key to return to the READY screen.

Finisher key

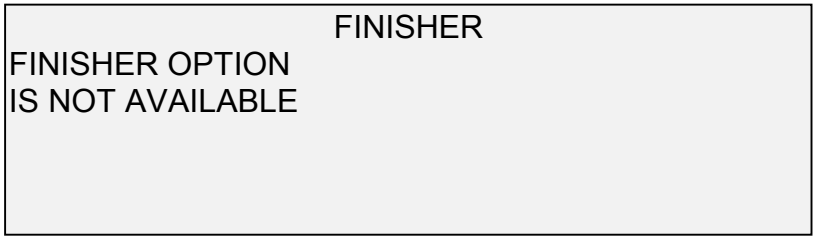
A finishing device, such as a folder, can be connected to the Synergix Digital Solution. If such a device is connected, the Finisher key enables or disables that device.

To enable/disable a finishing device:

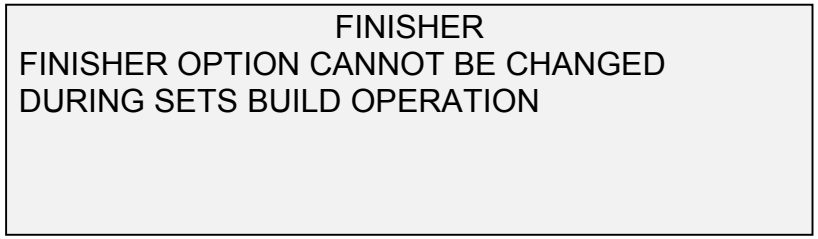
1. Press the Finisher key. The Finisher indicator lamp illuminates and the FINISHER menu screen is displayed. The black arrows indicate that the menu contains more options than are visible. The selected option is highlighted.



***NOTE**: If no finishing device is connected, pressing the Finisher key produces the error message shown below.*



When a set is being built, the finisher options cannot be changed and pressing *the Finisher key is invalid. The error screen shown below is displayed. Enable the finisher and select the finisher options either before selecting the Sets Build option or after the set has been built.*



For either error screen, press the Exit key to return to the READY screen. The Finisher indicator lamp is extinguished

2. Press the Previous or Next key to scroll through the list of options.
3. When the desired option is highlighted, press the **Enter** key to select the option. The screen for the selected option is displayed. See the next page for an illustration and description of each option. Also refer to the Folder User Documentation for additional information on the available folding options.
4. Press the **Previous** or **Next** key to scroll through the choices for the selected option.
5. When the desired choice is highlighted, press the **Enter** key to confirm your selection.
6. Repeat steps 4 and 5 if you want to change a setting for any other options.
7. Press the **Exit** key to return to the READY screen.
8. To disable the finisher, press the **Finisher** key again. The Finisher indicator lamp is extinguished.

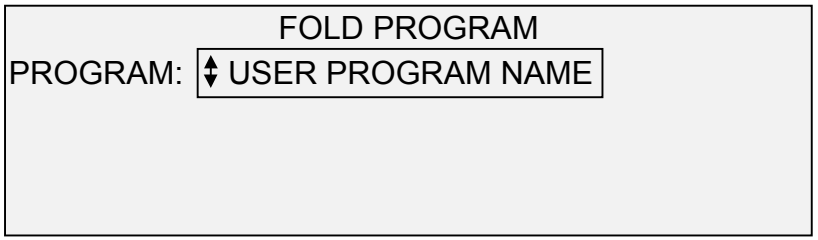
Special features keys (continued)

Finisher menu options

Below are descriptions of each of the Finisher menu options. Refer to the Finisher user documentation for additional information on these options.

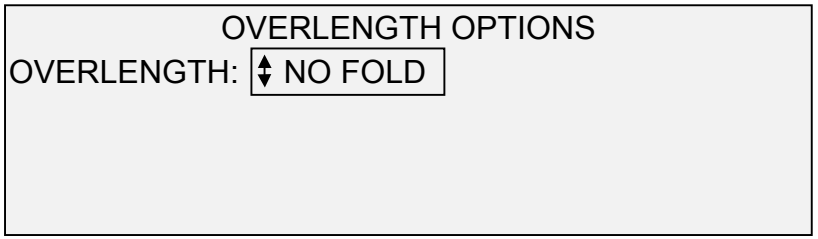
FOLD PROGRAM

The FOLD PROGRAM option enables you to select one of up to 20 user-defined programs. The program names are programmed into the finisher and passed to the Controller when the finisher goes through its power-up sequence.



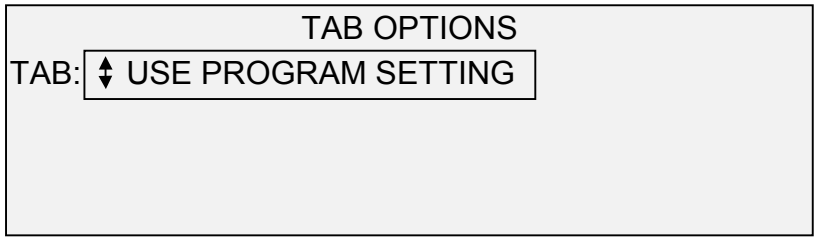
OVERLENGTH OPTIONS

The OVERLENGTH OPTIONS option enables you to specify how long documents (documents over 80 inches long) are handled by the folder. The choices are NO FOLD and Z-FOLD. If NO FOLD is selected, the long document will not be folded. If Z-FOLD is selected, the long document will be Z-FOLDED, but not cross-folded. NO FOLD is the factory default setting.



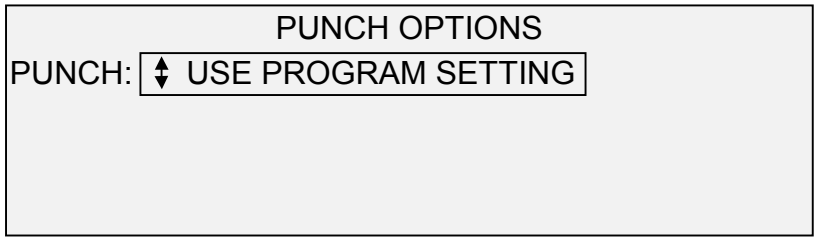
TAB OPTIONS

The TAB OPTIONS option enables you to override the pre-programmed tab settings for the selected finishing program. The choices are ALWAYS ON, ALWAYS OFF, and USE PROGRAM SETTING. USE PROGRAM SETTING is the factory default setting.



PUNCH OPTIONS

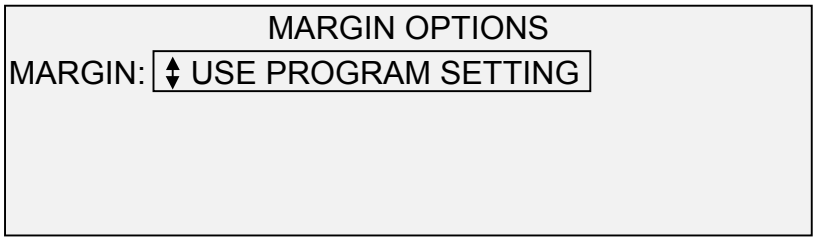
The PUNCH OPTIONS option enables you to override the pre-programmed hole punch settings for the selected finishing program. The choices are ALWAYS ON, ALWAYS OFF, and USE PROGRAM SETTING. USE PROGRAM SETTING is the factory default setting.



Special features keys (continued)

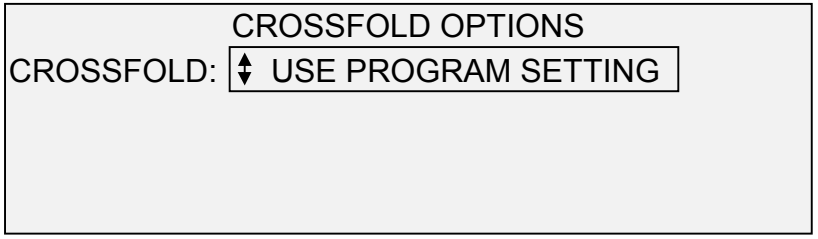
MARGIN OPTIONS

The MARGIN OPTIONS option enables you to override the pre-programmed margin settings for the selected finishing program. The choices are ALWAYS OFF and USE PROGRAM SETTING. Note that ALWAYS ON is not an available setting. USE PROGRAM SETTING is the factory default setting.



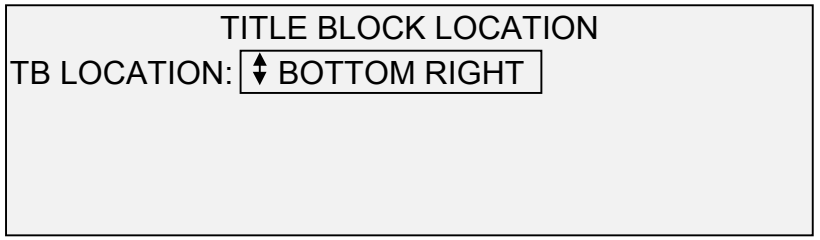
CROSSFOLD OPTIONS

The CROSSFOLD OPTIONS option enables you to override the pre-programmed crossfold settings for the selected finishing program. The choices are ALWAYS ON, ALWAYS OFF, and USE PROGRAM SETTING. USE PROGRAM SETTING is the factory default setting.



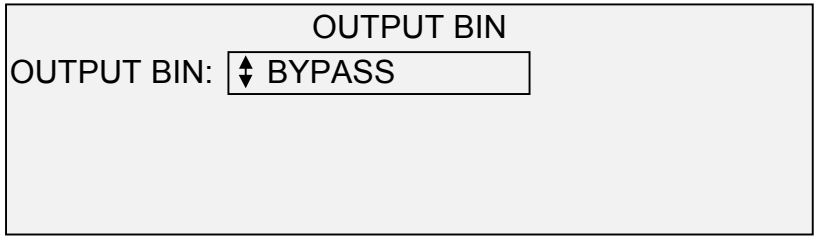
TITLE BLOCK LOCATION

The TITLE BLOCK LOCATION option enables you to specify the location of the title block for the copy jobs that are about to be run. The choices are BOTTOM RIGHT, BOTTOM LEFT, TOP RIGHT, and TOP LEFT. BOTTOM RIGHT is the factory default setting.



OUTPUT BIN

The OUTPUT BIN option enables you to specify which finisher output bin to use for the finished output. The choices are DON'T CARE, BIN X (where X equals 1 to the actual number of finisher bins), FANFOLD, and BYPASS. BYPASS is the factory default setting.



Special features keys (continued)

Sets Build key

The **Sets Build** mode allows you to scan a series of images and build an electronically collated set. Once the set is built, one or more collated copies can be printed.

***NOTE**: The Sets Build mode is not available unless the Synergix Digital Solution is in the COPY mode.*

If the set is to be processed by a finishing device, such as a folder, press the Finisher key and configure the options for the finishing device *before* enabling the Sets Build option. While the Sets Build mode is active, the finisher options cannot be changed.

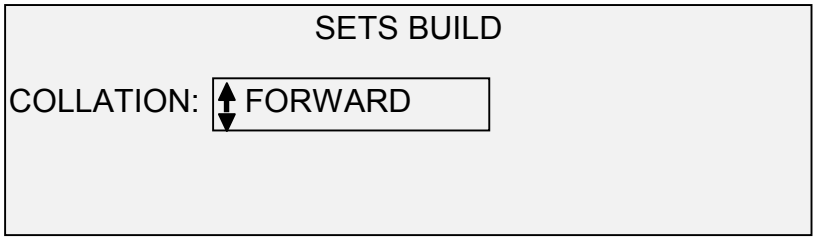
Preparing to build the set

In Sets Build mode, documents of C (A2) size and larger are normally delivered to the rear of the Scanner after the scan. If the DOCUMENT RETURN parameter is set to REAR, then *all* documents are delivered to the rear after scanning. The Synergix Scan Digital Solution is equipped with a document catching device, called the Stacker, to receive these documents. Refer to "Scanner Control" in the "Main Menu" section for further information about the DOCUMENT RETURN parameter.

Building and printing the set

To build a collated set:

1. Press the **Sets Build** key. The Sets Build indicator lamp illuminates and the SETS BUILD screen is displayed.



2. Press the Previous or the Next key to select FORWARD or REVERSE collation.

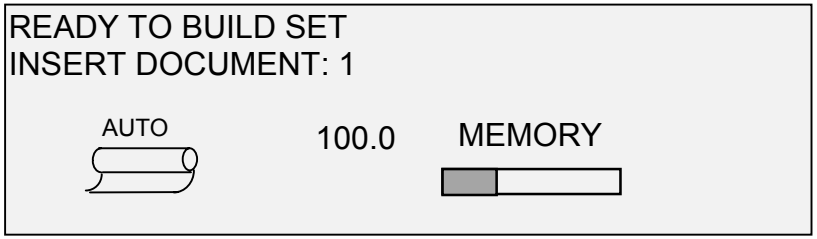
 FORWARD prints the collated set in the order that the sheets were scanned.



 REVERSE prints the set in the reverse order that they were scanned.



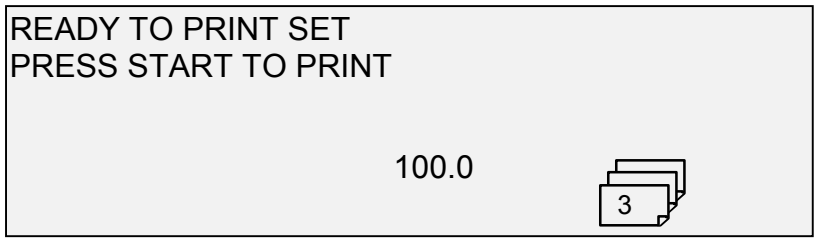
3. Press the **Enter** key to confirm your choice. The READY TO BUILD SET screen is displayed.



4. Insert each document of the set one at a time into the Scanner as prompted by the display. As the documents are scanned, the amount of memory used is shown in the rectangular graphical display.

***NOTE**: You can select reduction/enlargement and copy quality settings for each sheet prior to scanning that sheet.*

5. When the set is completely scanned, press the **Sets Build** key again. The Sets Build indicator lamp is extinguished when the **Start** key is pressed then the READY TO PRINT SET screen is displayed.



6. If desired, you can now make further changes to the **Media Source** selection and the **Reduction/Enlargement** value. Any such change will be applied to that printing of the entire set.
7. Enter the number of copies desired and press the **Start** key. The Printer prints the number of sets requested.

 After the printing of the set, the set can be recalled, the values changed again, and the set reprinted using the new values. To recall the set, refer to "Store/Recall key" in the "Special features key" section for further information.

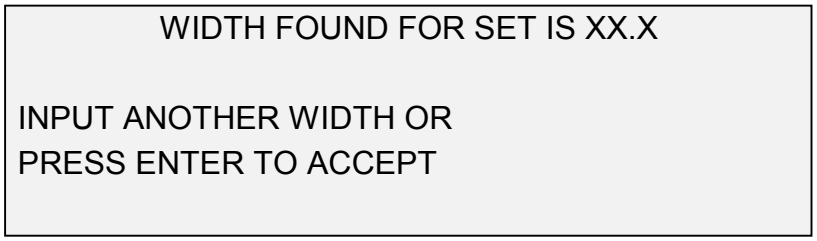
Special features keys (continued)

Batch key

The Batch feature allows you to improve copy speed by enabling Batch Mode processing of several documents on the Scanner. When Batch Mode processing is enabled, the Scanner collects prescan information for just the first document inserted into the Scanner. Prescan information on subsequent documents in the set is not collected. The subsequent documents will be scanned using the information collected on the first document. Eliminating the collection of this information increases overall copy speed.

To enable Batch Mode processing:

1. Press the **Batch** key. The Batch indicator lamp will begin flashing.
2. Insert the first original into the Scanner. The Scanner scans the original and the screen shown below is displayed.



3. Do one of the following:

 Use the numeric keypad to enter the width of the set and press the Enter key to accept the value.

 Press the Enter key to accept the width detected by the Synergix Digital Solution.

 The Batch indicator lamp becomes steady and remains so until batch mode is disabled.

4. When the last document in the set has been scanned, press the **Batch** key to disable batch mode. The Batch indicator lamp is extinguished.

***NOTE**: When Batch mode is disabled, the AUTOCENTER feature is temporarily disabled. Be careful to manually center each document that is inserted into the Scanner*

Transform key

The **Transform** feature contains the following menu choices:

MARGINS - Allows you to adjust the dimensions of the margins around the image. By entering positive margins, blank space is inserted around the image. By entering negative values, unwanted parts of the image can be cropped.

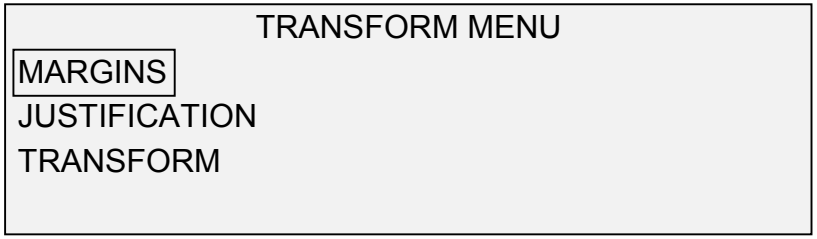
JUSTIFICATION – Allows you to adjust the position of the image on the media.

TRANSFORM – Allows you to request transformation of the scanned image into a mirror image, a negative photographic inversion, or both.

***NOTE**: The image can also be rotated. Refer to "Imaging" in the "Copy Options" section for further information about image rotation.*

To access the TRANSFORM MENU:

1. Press the **Transform** key. The TRANSFORM MENU screen is displayed. The selected option is highlighted.



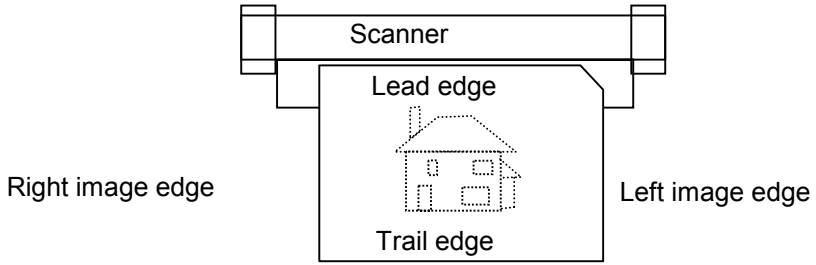
2. Press the **Previous** or **Next** key to highlight the desired option.
3. Press the **Enter** key to select the highlighted option. The screen for the selected option is displayed.

Margins

The MARGINS option of the TRANSFORM MENU allows you to select the dimensions for the margins that surround an image. These margins are referred to as the lead, left, right and trail edges.

NOTE: Margins can only be adjusted when the Synergix Digital Solution is in the COPY mode.

The example below illustrates an image entering the Scanner and the orientation of the image margins.



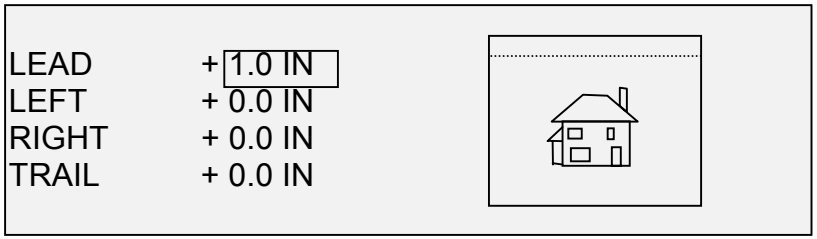
Margins are added to the image in one of two ways:

- If Synchro has been selected from the Output Format area of the Scanner Control Panel, the lead margin is added before the image is printed. The trail margin is added after the media cut signal is received from the Scanner. Thus, the length of the media from the Printer will be the scanned document length plus the lead and trail margins.
- If a fixed media length (Preset or Manual) has been selected as the Output Format, the white space of the specified margin surrounds the image, but the actual physical dimensions of the media remain as specified. The margins reduce the allowable area on the media in which the image may be placed.

Special features keys (continued)

To adjust the margins for an image:

1. Press the **Transform** key. The TRANSFORM MENU screen is displayed.
2. Press the **Enter** key to select MARGINS. A screen displaying the settings for each margin is displayed. Below is an example of the screen.



 If the unit of measure has been set to inches, "IN" appears next to each value. If the unit of measure has been set to millimeters, "MM" appears next to each value. Refer to "Localization" in the "Main Menu" section for information about setting the display units.

 The graphical display to the right of the margin settings illustrates the approximate placement of the image as a result of the settings.

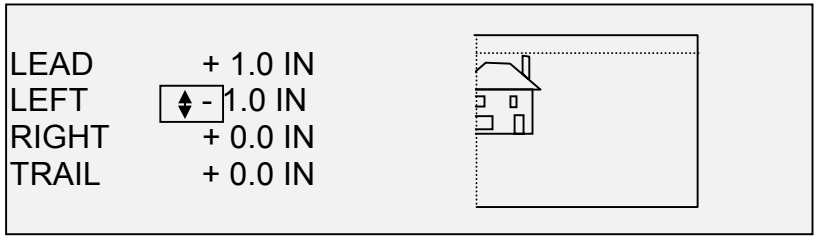
3. Press the **Previous** or **Next** key to highlight the setting you wish to change.

NOTE: Each margin has two components. They are a "+/-" indicator and a numeric value. As you press the Previous or Next key, the components highlight individually.

4. Press the **Enter** key to select the setting.
5. Change the setting as follows:
 - To change the "+" or "-" setting, press the **Previous** or **Next** key.

 An edge of the image can be clipped by entering a negative margin value for that edge. In that case, the affected edge is shown as a dotted line and the image icon is shown as partially outside the bounds of the media.

 The illustration below shows a negative left margin with TOP LEFT justification.



 - To change the value setting, use the numeric keypad to enter the value.

 The values can be set in increments of 0.1 in (1.0 mm) and over a range of +4 to -4 in (+100 to -100 mm). Values outside the allowed range are rejected. If you enter an invalid value, press the **Exit** key to clear it. The default margins are 0.

6. Press the **Enter** key to confirm the setting. The graphical display updates accordingly

***NOTE**: To cancel the setting, press the Exit key*

7. When you have set all the margins as desired, press the **Exit** key to return to the TRANSFORM MENU screen.

Justification

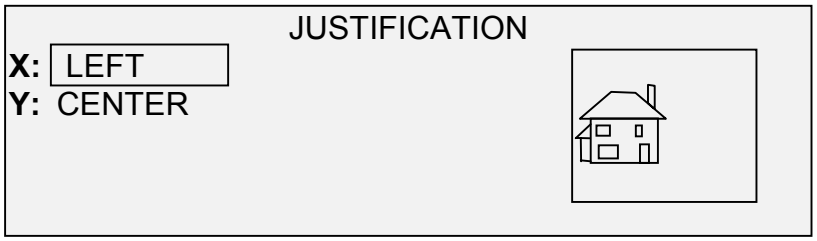
The JUSTIFICATION option of the TRANSFORM MENU allows you to adjust the position of the image on the media.

NOTE: "Image" means the entire scanned page including the white space.

To specify the image position:

1. Press the **Transform** key. The TRANSFORM MENU screen is displayed.
2. Press the **Next** key to highlight JUSTIFICATION.
3. Press the **Enter** key to select JUSTIFICATION. The JUSTIFICATION screen is displayed. This screen shows the current settings for the X and Y coordinates. It also includes a graphical display of the approximate position of the image as a result of the settings.

 Below is an example of the JUSTIFICATION screen.



4. Press the **Previous** or the **Next** key to select the **X** (horizontal) or **Y** (vertical) coordinate.
5. Press the **Enter** key to confirm your choice.
6. Press the **Previous** or **Next** key to select a choice for justification.

 For the **X** direction, the choices are LEFT, CENTER, and RIGHT. For the **Y** direction, the choices are TOP, CENTER, and BOTTOM.
7. Press the **Enter** key to confirm your choice. The graphical display updates accordingly.

***NOTE**: To cancel your choice, press the Exit key.*

8. Repeat steps 4 through 7 if you wish to change position of the other coordinate.
9. Press the **Exit** key to return to the TRANSFORM MENU screen.

Special features keys (continued)

Transform

The TRANSFORM option of the TRANSFORM MENU allows you to create a mirror image of a scanned image and to convert a scanned image to a negative image.

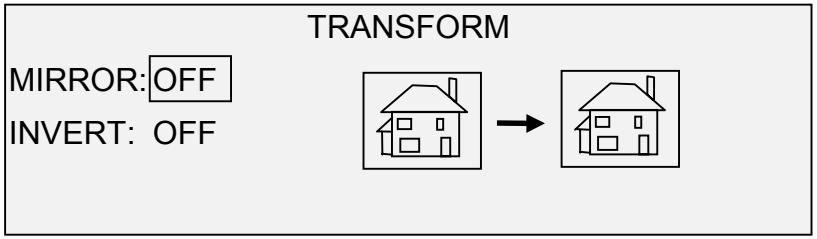
CREATING A MIRROR IMAGE

The MIRROR option allows you to create a mirror image of a scanned image.

To create a mirror image:

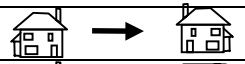
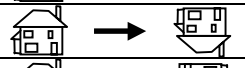
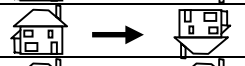
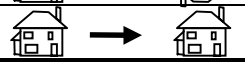
1. Press the **Transform** key. The TRANSFORM MENU screen is displayed.
2. Press the **Next** key until TRANSFORM is highlighted.
3. Press the **Enter** key to select TRANSFORM. The TRANSFORM screen is displayed.

 Below is an example of the TRANSFORM screen with both the MIRROR and INVERT options turned off.

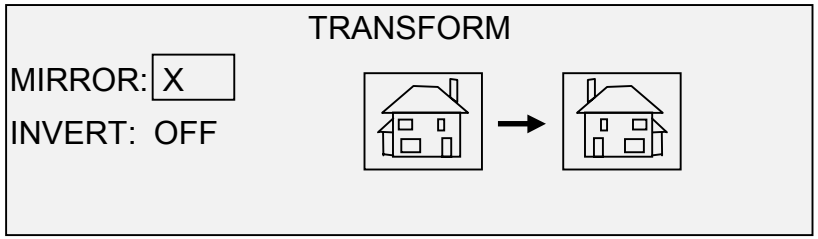


4. Press the **Enter** key to select MIRROR.
5. Press the **Previous** or **Next** key to select the desired transformation. Four choices are available – X, Y, XY, and OFF. Table 4 below graphically depicts the choices.

Table 4. Mirror transformations

Axis	Transformation
X	
Y	
XY	
OFF	

6. Press the **Enter** key to confirm your choice. The graphical display updates accordingly. The illustration below shows the TRANSFORM screen with "X" as the mirror image selection.



***NOTE**: To cancel your choice, press the Exit key*

7. Press the **Exit** key to return to the READY screen.

Special features keys (continued)

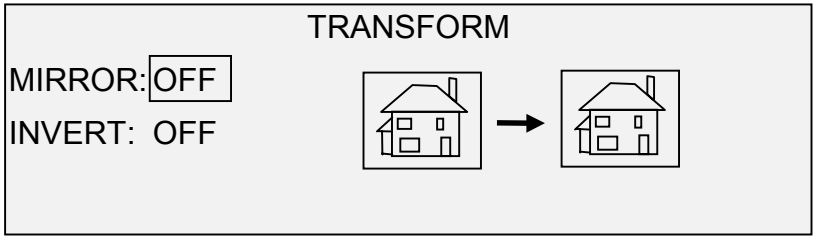
INVERTING AN IMAGE

The INVERT option allows you to convert a scanned image to a negative image. For black and white images, the white pixels will be printed black and the black pixels will be printed white. For grayscale images, the image will be converted into its photographic negative.

To invert an image:

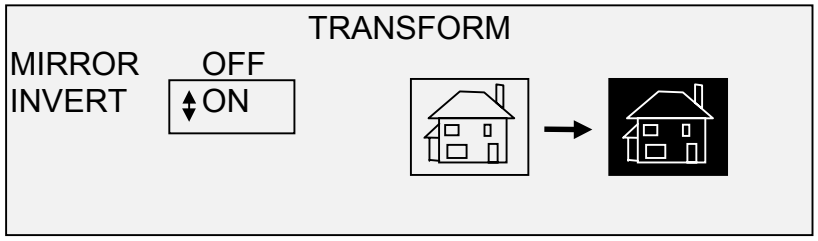
1. Press the **Transform** key. The TRANSFORM MENU screen is displayed.
2. Press the **Next** key until TRANSFORM is highlighted.
3. Press the **Enter** key to select TRANSFORM. The TRANSFORM screen is displayed.

 Below is an example of the TRANSFORM screen with both the MIRROR and INVERT options turned off.



4. Press the **Next** key to highlight INVERT.
5. Press the **Enter** key to select INVERT.
6. Press the **Previous** or **Next** key to turn the option ON or OFF.
7. Press the **Enter** key to confirm your choice. The graphical display updates accordingly.

 When INVERT is ON, the icon on the right side of the TRANSFORM screen is inverted. The example below shows the TRANSFORM screen with INVERT turned ON.



***NOTE**: To cancel your choice, press the Exit key.*

8. Press the **Exit** key to return to the READY screen.

Special features keys (continued)

Sample key

The **Sample** key allows you to print a small sample of a scanned image. You can then check the sample for quality or observe the results of features or copy quality adjustments. The dimensions of the sample are the width of the page by 210 mm. The sample is taken from a point equidistant from the lead and trail edge of the image.

To print a sample of a scanned image:

1. Press the **Sample** key. The Sample indicator lamp illuminates. The Scanner Control Panel is placed in Printer Interrupt mode and the Printer Interrupt indicator lamp illuminates. The Printer immediately prints a sample of the next image inserted into the Scanner. The SAMPLE MODE screen is displayed.

 SAMPLE MODE

 PRESS START TO ACCEPT PAGE.
 PRESS C/CA TO REJECT.

2. Do one of the following:

 Press the START key to print the complete image as a full-size copy.

 Press the C/CA key to delete the scanned image.

3. Press the **Sample** key again to disable the Sample feature. The Printer is returned to the default priority setting and the Sample and Printer Interrupt indicator lamps are extinguished.

Scanning to the Network (SCAN mode)

The Synergix Digital Solution has two scanning modes of operation: COPY mode and SCAN mode.

***NOTE**:* The SCAN mode is optional on the Synergix 8825 Digital Solution. It is a standard feature on the Synergix 8830 Digital Solution and Synergix 8855 Digital Solution.. For ordering information, contact your XES representative.

***NOTE**: The copy mode will be disabled and the READY TO COPY screen will not be accessible when the SCAN OPTION (COLOR) is enabled and a color printer is connected to the AccXES.*

- In COPY mode, documents are scanned, temporarily stored in memory or on the internal hard disk, and then sent to the local Printer as soon as the Printer is available. When the next job is scanned, the file from the previous job is automatically deleted from the hard disk, making room for new files. Operation of the system works as described in the previous sections.
- In SCAN mode, the image file created by scanning is stored directly on the hard disk for later retrieval over a connected network by a remote system. The image is stored in Tagged Image File Format (TIFF) 6.0 using CCITT Group 4, CALS compression, or PDF.

 Files stored in SCAN mode can be retrieved over the network. After the file is retrieved by the AccXES Client Tools program running on a network-connected computer, the image residing on the local hard disk is deleted automatically. For more information, refer to the *AccXES Client Tools User Guide*.

 Other remote retrieval programs can use the File Transfer Protocol (FTP) to retrieve and delete files from the Synergix Digital Solution hard disk over the network. These other programs will copy the files rather than move them, so the files remain on the local hard disk after retrieval.

After a file has been on the local hard disk for longer than the time specified for the FILE DELETION Timer, the system automatically deletes the file. Refer to the *Main Menu, Configuration menu, Timers* section for information about setting the FILE DELETION timer.

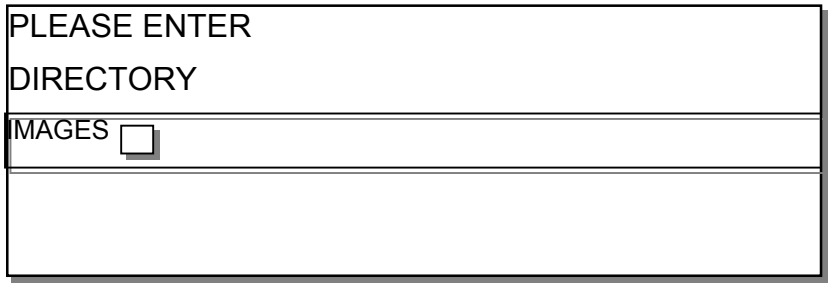
Scanning to the Network (SCAN mode) (continued)

Switching between COPY mode and SCAN mode

***NOTE**: The copy mode will be disabled and the READY TO COPY screen will not be accessible when the SCAN OPTION (COLOR) is enabled and a color printer is connected to the AccXES.*

To switch between the COPY mode and the SCAN mode, perform the following steps:

1. Ensure that the READY TO COPY screen is displayed. If a menu is displayed, press the **Menu** key to return to the READY screen. If **PLEASE ENTER ACCOUNT** is displayed, enter a valid User ID code then enter a valid account number to obtain the READY screen.
2. Press the **Mode** key. The system switches to the SCAN mode and the screen now displays. Pressing the Mode key again returns the system to the COPY mode.

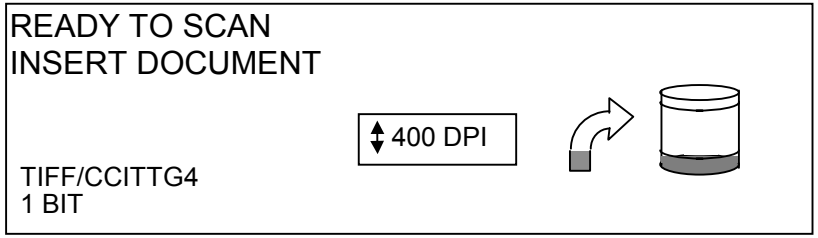


3. Enter a Directory name, up to 16 characters, to which you will scan the images. The name cannot begin with a period/decimal point.

***NOTE**: The TCP/IP network protocol must be enabled in the Controller or the Synergix Digital Solution will not enter the SCAN mode. To enable the TCP/IP protocol, refer to the Controller Setup Manual.*

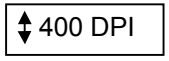
Understanding the READY TO SCAN screen

Below is an example of the READY TO SCAN screen. Following the example are descriptions of the special information displayed on the screen.



TIFF/CCITTG4
1 BIT

This area indicates the selected file format. Refer to SCAN OPTIONS (LINE) or SCAN OPTIONS (PHOTO) to set these options. The options available are TIFF/CCITTG4 1 BIT, PDF and CALS1/CCITTG4 1BIT.



This area shows the selected scanning resolution. Press the **Previous** or **Next** key to select a value of 100, 200, 300, or 400 DPI (Dots Per Inch). A new value can be selected before each scan.



This icon shows how much Random Access Memory (RAM) is in use by the scanned file. As space is used, the dark area increases. After the scan is complete, the file is processed and then moved to the internal hard disk. The RAM space then becomes available again.



This icon shows how much hard disk space is in use by stored files. As space is used, the dark area increases. When files are moved off the disk over the network to remote devices, the space becomes available again. Files are also deleted when the age of the file exceeds the value set in the timer. Refer to "Timers" in the "Main Menu" section to set this value. The factory default is 24 hours.

Scanning to the Network (SCAN mode) (continued)

Selections disabled in SCAN mode

Certain selections available in COPY mode are not available in SCAN mode. The unavailable selections are:

- Sets build - In SCAN mode each document has a separate image stored on the disk. Each image is separately retrieved at the remote device. Images cannot be grouped in sets.
- Specifying the media source and type - Since the output is now an electronic file, specifying the media is not applicable.
- Specifying the output format - The image file always has the format of the length of the document by the scan width. The scan width can be manually specified, if the entire width of the document is not desired. Refer to "Scanner Control" in the "Main Menu" section to enable or disable manual specification of the scan width.
- Selection of Margins or Justification – You can crop equal amounts from each side edge of the document by manually specifying a scan width that is narrower than the actual document. Refer to "Scanner Control" in the "Main Menu" section to enable or disable manual specification of the scan width.
- Specification of Finishing Options - Since there is no physical output, the finishing operations are not applicable.
- Selection of Reduction/Enlargement - The electronic file is saved without alteration, so all scanned information is preserved.
- Selection of Image Type (Mixed) -Only Line ,Photo, and Color image types are valid for SCAN mode.
- Sample Mode is also disabled.
- Background Suppression – This selection is automatically switched to off if a color printer is connected.

Operating in SCAN mode

To scan documents for later retrieval over the network:

1. If Job Accounting is enabled, enter a valid User ID code and press the **Enter** key. Then enter a valid account code and press the **Enter** key to display the PLEASE ENTER DIRECTORY screen
2. Enter a Directory name, up to 16 characters, to which you will Scan the images. Press the **Enter** key to display the READY screen.

***NOTE**: If a directory contains no files, the directory will be deleted after a period of time and will not be listed in the List By Directory. In addition, if the files are retrieved from the directory, the directory will be deleted after a period of time*

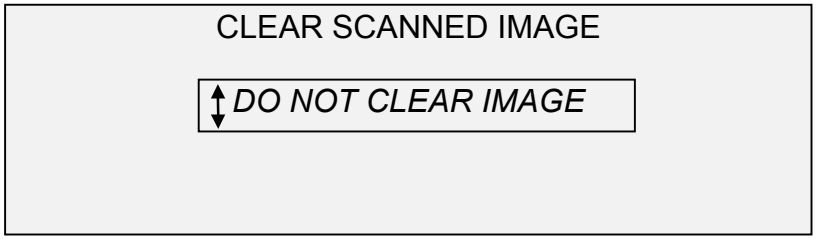
3. Ensure that the READY screen displays READY TO SCAN. If not, press the **Mode** key. Refer to "Switching between COPY mode and SCAN mode" in this section for instructions.
4. Select the desired scanning resolution. Refer to "Understanding the READY TO SCAN screen" in this section for instructions.
5. Insert the document into the Scanner.
6. If prompted to do so, enter the desired scanning width and press the **Enter** key.
7. Inform the operator at the remote retrieval device which Directory was used to scan the file.

Clearing the scanned images

The C/CA key enables you to remove scanned images from the Synergix Digital Solution hard disk.

To clear scanned images:

1. Press the **C/CA** key. The CLEAR SCANNED IMAGE screen is displayed.



2. Press the **Previous** or **Next** key to highlight the desired selection.
3. Press the **Enter** key to select the highlighted selection. The choices are:
 - **DO NOT CLEAR IMAGE** - The image is not deleted.
 - **CLEAR LAST IMAGE** - The last image scanned by the currently active account is deleted. Press the C/CA key again, followed by the Enter key, to delete the next-to-last scanned image. This process can be repeated until all desired images are removed from the hard disk.
 - **CLEAR ALL IMAGES** - All images stored under the currently active account are deleted.

***NOTE**: It is not possible to skip images. For example, it is not possible to leave the last image scanned, but delete the next-to-last image scanned.*

Scanning to the Network (SCAN mode) (continued)

Managing the file system

The file system stores images in directories on the internal hard disk drive. The images are stored in the Directory specified by the user when entering the SCAN mode. The default directory is “images”. Managing the file system requires the System Administrator password.

The FILE SYSTEM option of the SYSTEM ADMINISTRATION menu enables the System Administrator to perform a number of file system management functions. They are:

- Listing the number of images stored under each directory and the percentage of total hard disk space consumed by each account
- Deleting all of the images scanned under any directory
- Deleting all of the images currently stored on the hard disk.

Refer to "File System" in the "Main Menu" section for complete information about the above functions.

Main Menu

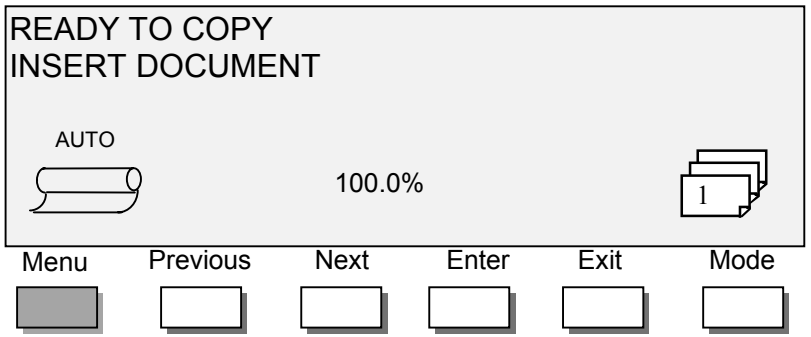
The Main Menu provides options for configuring the system, obtaining system information, performing system administration functions, and running system diagnostics.

When you access the Main Menu, a menu containing the following sub-menus is displayed:

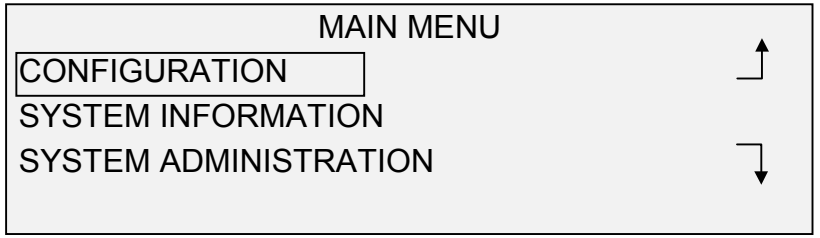
- **CONFIGURATION** – Enables you to configure the settings for a variety of system options. These include localization, the Scanner Control Panel, copy options, scan options for Line and Photo modes, timers, the power saver timeout, and Scanner control for Copy and Scan modes.
- **SYSTEM INFORMATION** – Enables you to obtain information about the system components, display the Scanner fault list, print configuration pages, and view user account information.
- **SYSTEM ADMINISTRATION** – Enables the system administrator to perform job accounting, file system management, security, and change password functions. Access to this menu requires an administrator's password.
- **DIAGNOSTICS** – Enables the Customer Service Engineer and/or the operator to run a number of system diagnostic routines.

To access the Main Menu:

1. Press the **Menu** key.



The MAIN MENU screen is displayed. The black arrows indicate that the menu list contains more items than are visible. The selected option is highlighted.



2. Press the **Previous** or **Next** key to scroll through the list options.
3. When the desired option is highlighted, press the **Enter** key to select the option.

Main Menu (continued)

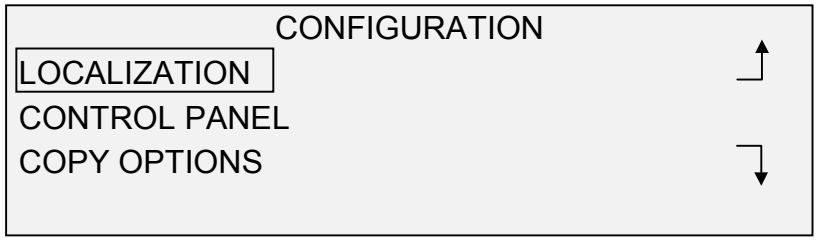
Configuration menu

The CONFIGURATION option of the Main Menu provides a sub-menu of the following choices:

- **LOCALIZATION** - Sets the display language and units of measurements.
- **CONTROL PANEL** - Controls whether the beeper is used for the key click and invalid entry beeps. Also allows selection of the font display style and the default operating mode.
- **COPY OPTIONS** - Sets the choices for standard media series, custom media formats, custom reduction/enlargement values, and imaging parameters.
- **SCAN OPTIONS (LINE)** - Controls the behavior of the Scan to Net feature when in Line mode.
- **SCAN OPTIONS (PHOTO)** - Controls the behavior of the Scan to Net feature when in Photo mode.
- **TIMERS** - Sets the values for the Feature, Printer Interrupt, and File Deletion timers.
- **POWER SAVER** - Sets the number of hours of inactivity after which the system goes into Power Saver mode.
- **SCANNER CONTROL** - Sets the choices for the operation of the Scanner for both copying and scan-to-file.

To access the CONFIGURATION menu:

1. Press the **Menu** key. The MAIN MENU screen is displayed.
2. Press the **Enter** key to select CONFIGURATION. The CONFIGURATION menu screen is displayed. The black arrows indicate the menu contains more options than are visible. The selected option is highlighted.



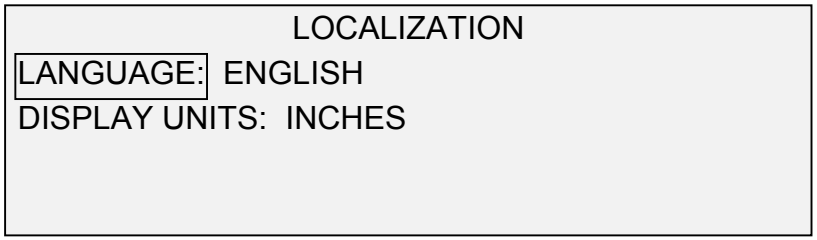
3. Press the **Previous** or **Next** key to scroll through the list of options.
4. When the desired option is highlighted, press the **Enter** key to select the options. The menu or screen for the selected option is displayed.

Localization

The LOCALIZATION option of the CONFIGURATION menu sets the language in which messages are displayed. It also controls whether measurements are displayed in English or metric units.

To set the display language or units:

1. Press the **Menu** key. The MAIN MENU screen is displayed.
2. Press the **Enter** key to select CONFIGURATION. The CONFIGURATION menu screen is displayed.
3. Press the **Enter** key to select LOCALIZATION. The LOCALIZATION screen is displayed. Below is an example of the LOCALIZATION screen.



4. Press the **Previous** or **Next** key to highlight LANGUAGE or DISPLAY UNITS.
5. Press the **Enter** key to select the highlighted option.
6. Press the **Previous** or **Next** key to highlight the desired setting for the option.

 The choices for LANGUAGE are ENGLISH, SPANISH, FRENCH, ITALIAN, GERMAN, or PORTUGUESE. ENGLISH is the default setting.

 The choices for DISPLAY UNITS are INCHES or MM (MILLIMETERS). INCHES is the default setting.
7. Press the **Enter** key to select the highlighted setting.
8. Repeat steps 4 through 6 to change the remaining setting, if desired.
9. Press the **Exit** key to return to the CONFIGURATION menu screen.

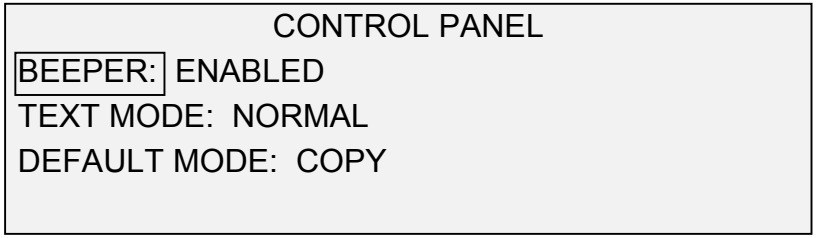
Main Menu (continued)

Control Panel

The CONTROL PANEL option of the CONFIGURATION menu controls whether the beeper is used for the key click and invalid entry beeps. It also allows selection of the font display style and the default mode of operation for the Synergix Digital Solution.

To set the beeper, text style or default operating mode:

1. Press the **Menu** key. The MAIN MENU screen is displayed.
2. Press the **Enter** key to select CONFIGURATION. The CONFIGURATION menu screen is displayed.
3. Press the **Next** key to select CONTROL PANEL.
4. Press the **Enter** key to select CONTROL PANEL. The CONTROL PANEL screen is displayed. Below is an example of the CONTROL PANEL screen.



5. Press the **Previous** or **Next** key to highlight BEEPER, TEXT MODE or DEFAULT MODE.
6. Press the **Enter** key to select the highlighted option.
7. Press the **Previous** or **Next** key to highlight the desired setting for the option.

 The choices for BEEPER are ENABLED or DISABLED. ENABLED is the default setting. The Initialization Beep and the Fault Beep are not affected by this setting and cannot be turned off.

 The choices for TEXT MODE are NORMAL or BOLD. NORMAL is the default setting.

 The choices for DEFAULT MODE are COPY or SCAN. COPY is the default setting.

***NOTE**: The DEFAULT MODE setting will not be displayed unless the Scan To Net feature is enabled. SCAN mode is an option on the 8825 and 8850 Digital Solutions. To order this feature, contact XES Representative.*

8. Press the **Enter** key to select the highlighted setting.
9. Repeat steps 5 through 8 if you wish to change another setting.
10. Press the **Exit** key to return to the CONFIGURATION menu screen.

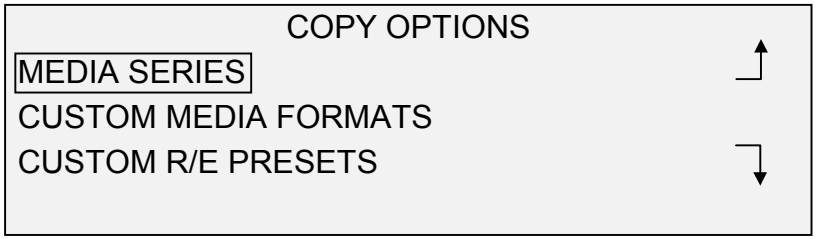
Copy Options

The COPY OPTIONS option of the CONFIGURATION menu provides a sub-menu of the following choices:

- **MEDIA SERIES** - Sets the standard media sizes for preset output formats. Table 5 on the right shows the standard media series and the sizes associated with them.
- **CUSTOM MEDIA FORMATS** - Sets the custom media sizes for preset output formats.
- **CUSTOM R/E PRESETS** - Sets the reduction/enlargement ratios
- **IMAGING** - Sets the imaging options.

To access the COPY OPTIONS menu:

1. Press the **Menu** key. The MAIN MENU screen is displayed.
2. Press the **Enter** key to select CONFIGURATION. The CONFIGURATION menu screen is displayed.
3. Press the **Next** key until COPY OPTIONS is displayed. The COPY OPTIONS menu screen is displayed. The black arrows indicate that the menu contains more options than are visible. The selected option is highlighted.



4. Press the **Previous** or **Next** key to scroll through the list of options.
5. Press the **Enter** key to select the highlighted option. The screen for the selected option is displayed.

Table 5. Media sizes

Choose Series	To Display Sizes	Dimensions (width x length)
ANSI	A	8.5 x 11 inches (215.9 x 279.4 mm)
	B	11 x 17 inches (279.4 x 431.8 mm)
	C	17 x 22 inches (431.8 x 558.8 mm)
	D	22 x 34 inches (558.8 x 863.6 mm)
	E	34 x 44 inches (836.6 x 1117.6 mm)
ARCH	A	9 x 12 inches (228.6 x 304.8 mm)
	B	12 x 18 inches (304.8 x 457.2 mm)
	C	18 x 24 inches (457.2 x 609.6 mm)
	D	24 x 36 inches (609.6 x 914.4 mm)
	E	36 x 48 inches (914.4 x 1219.2 mm)
	30	30 x 42 Inches (76.2 x 106.7 mm)
ISO A (JIS A)	A4	210 x 297 mm
	A3	297 x 420 mm
	A2	420 x 594 mm
	A1	594 x 841 mm
	A0	841 x 1189 mm
ISO B	B4	250 x 353 mm
	B3	353 x 500 mm
	B2	500 x 707 mm
	B1	707 x 1000 mm

Main Menu (continued))

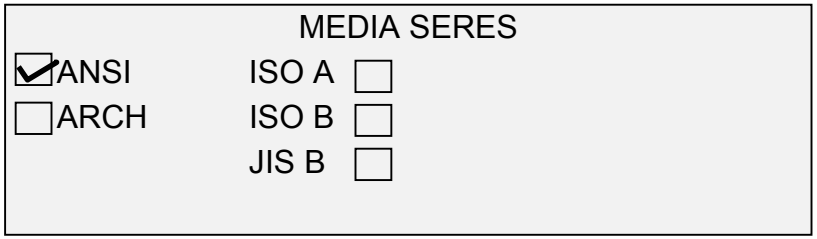
MEDIA SERIES

The MEDIA SERIES option controls which standard media series are displayed when **Preset** is selected from the Output Format portion of the Scanner Control Panel.

You can select one or more media series to be displayed. Refer to Table 5 on the previous page for a listing of the sizes associated with each media series.

To enable/disable a media series:

1. Press the **Menu** key. The MAIN MENU screen is displayed.
2. Press the **Enter** key to select CONFIGURATION. The CONFIGURATION menu screen is displayed.
3. Press the **Next** key until COPY OPTIONS is highlighted.
4. Press the **Enter** key to select COPY OPTIONS. The COPY OPTIONS menu screen is displayed.
5. Press the **Enter** key to select MEDIA SERIES. The MEDIA SERIES screen is displayed. Below is an example of the MEDIA SERIES screen.



6. Press the **Previous** or **Next** key to highlight a media series.
7. Press the **Enter** key to ENABLE or DISABLE the highlighted media series. A check mark appears in the box to the left of the series when the series is enabled.

 The factory default setting is ENABLED for the ANSI media series and DISABLED for all others.
8. Repeat steps 6 and 7 for each media series you wish to enable or disable.
9. Press the **Exit** key to return to the COPY OPTIONS menu screen.

CUSTOM MEDIA FORMATS

The CUSTOM MEDIA FORMATS option controls which custom media formats are displayed when **Preset** is selected from the Output Format portion of the Scanner Control Panel. You can specify up to six custom media formats.

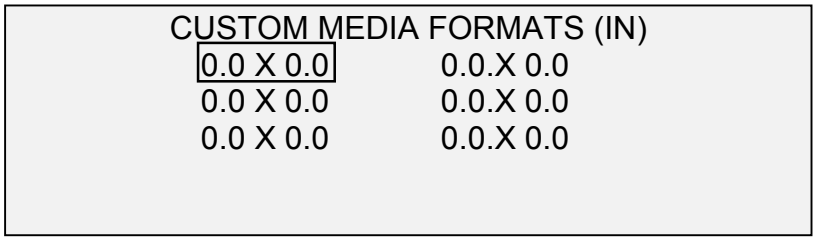
To specify a custom media format:

1. Press the **Menu** key. The MAIN MENU screen is displayed.
2. Press the **Enter** key to select CONFIGURATION. The CONFIGURATION menu screen is displayed.
3. Press the **Next** key until COPY OPTIONS is highlighted.
4. Press the **Enter** key to select COPY OPTIONS. The COPY OPTIONS menu screen is displayed.
5. Press the **Next** key to highlight CUSTOM MEDIA FORMATS.
6. Press the **Enter** key to select CUSTOM MEDIA FORMATS. The CUSTOM MEDIA FORMATS screen is displayed.

 The first "0.0" in each "0.0 x 0.0" format represents the width. The second "0.0" represents the length.

***NOTE**: The formats are expressed in the units of measurement selected for the machine. Refer to "Localization" in the "Main Menu" section for further information.*

Below is an example of the MEDIA SERIES screen. In the example, the display units have been set to inches.



7. Press the **Previous** or **Next** key to highlight the desired field.
8. Use the numeric keypad to enter the value for the highlighted field.

 Widths in excess of 36 inches (914 mm) or less than 11 inches (297 mm) are not valid.
9. Press the **Enter** key to confirm the value.
10. Repeat steps 7 through 9 until all desired formats are defined.

***NOTE**: Any custom formats that are not defined are automatically set to zero and are not displayed elsewhere.*

11. Press the **Exit** key to return to the COPY OPTIONS menu screen.

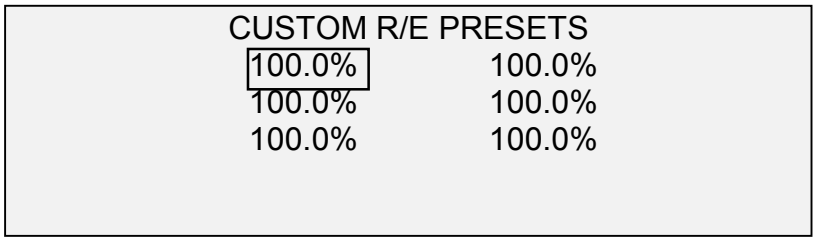
Main Menu (continued))

CUSTOM R/E PRESETS

The CUSTOM R/E PRESETS option controls which reduction/enlargement ratios are displayed when Preset is selected from the Reduction/Enlargement portion of the Scanner Control Panel. You can specify up to six reduction/enlargement presets.

To specify a reduction/enlargement preset:

1. Press the **Menu** key. The MAIN MENU screen is displayed.
2. Press the **Enter** key to select CONFIGURATION. The CONFIGURATION menu screen is displayed.
3. Press the **Next** key until COPY OPTIONS is highlighted.
4. Press the **Enter** key to select COPY OPTIONS. The COPY OPTIONS menu screen is displayed.
5. Press the **Next** key until CUSTOM R/E PRESETS is highlighted.
6. Press the **Enter** key to select CUSTOM R/E PRESETS. The CUSTOM R/E PRESETS screen is displayed. Below is an example of the CUSTOM R/E PRESETS screen.



7. Press the **Previous** or **Next** key to highlight the value you wish to change.
8. Use the numeric keypad to enter the desired value. The valid value range is from 25 to 400%.

***NOTE**: Duplicate values are not displayed in the Preset Reduction/Enlargement list. You can remove a preset value from the list by setting the value to 100.0%.*

9. Press the **Enter** key to confirm the value.
10. Repeat steps 7 through 9 for each value you wish to change.
11. Press the **Exit** key to return to the COPY OPTIONS menu screen.

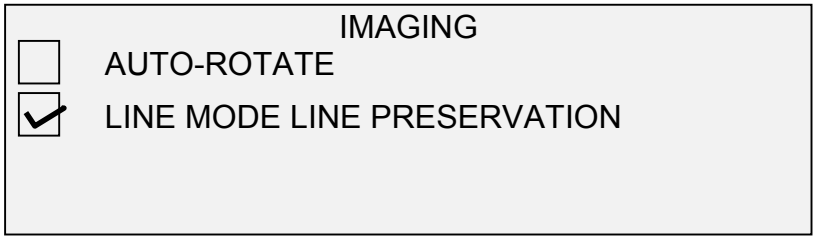
IMAGING

The IMAGING option allows you to perform the following functions:

- Enable or disable automatic image rotation. If AUTO-ROTATE is enabled, the scanned image will be electronically rotated, if necessary, to better fit the specified output format.
- Enable or disable line mode line preservation. If LINE MODE LINE PRESERVATION is enabled, fine lines in the original document are preserved when reducing images during copying.

To enable/disable the imaging options:

1. Press the **Menu** key. The MAIN MENU screen is displayed.
2. Press the **Enter** key to select CONFIGURATION. The CONFIGURATION menu screen is displayed.
3. Press the **Next** key until COPY OPTIONS is highlighted.
4. Press the **Enter** key to select COPY OPTIONS. The COPY OPTIONS menu screen is displayed.
5. Press the **Next** key until IMAGING is highlighted.
6. Press the **Enter** key to select IMAGING. The IMAGING screen is displayed. Below is an example of the IMAGING screen.



7. Press the **Previous** or **Next** key to highlight the desired option.
8. Press the **Enter** key to enable or disable the highlighted option. A check mark appears in the box to the left of the option when the option is enabled.

 The factory default setting is disabled for AUTO-ROTATE and enabled for LINE MODE LINE PRESERVATION.
9. Repeat steps 7 and 8 to enable or disable the remaining setting, if desired.
10. Press the **Exit** key to return to the COPY OPTIONS menu screen.

Main Menu (continued)

Scan Options (Line)

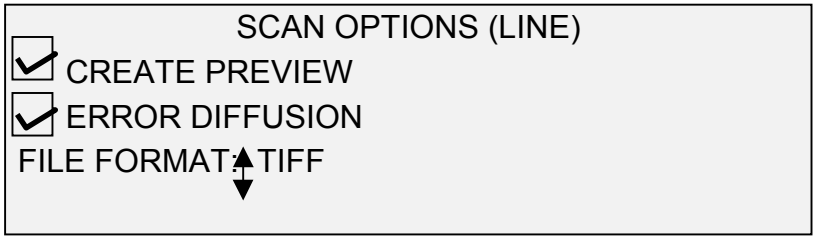
The SCAN OPTIONS (LINE) option of the CONFIGURATION menu allows you to perform the following functions:

- Enable or disable create preview in Line mode. When CREATE PREVIEW is enabled, a small JPEG (.JPG) file is created during the scanning process and stored on the hard disk. AccXES Client Tools software, running on a network connected terminal, can use this file to display a preview of the scanned image.
- Enable or disable error diffusion in Line mode.
- Specify the saved document file format for Line mode.

***NOTE**:* This option will not be displayed unless the Scan to Net feature is enabled. SCAN mode is an option on the Synergix 8825 Digital Solution. If SCAN mode has not been enabled, the FILE SYSTEM information is not available. To order this feature, contact your XES representative.

To specify the scan options for Line Mode:

1. Press the **Menu** key. The Main Menu screen is displayed.
2. Press the **Enter** key to select CONFIGURATION. The CONFIGURATION menu screen is displayed.
3. Press the **Next** key until SCAN OPTIONS (LINE) is highlighted.
4. Press the **Enter** key to select SCAN OPTIONS (LINE). The SCAN OPTIONS (LINE) screen is displayed.



5. Press the **Previous** or **Next** key to highlight the scan option you wish to change.
6. Do one of the following:
 - For CREATE PREVIEW and ERROR DIFFUSION, press the Enter key to enable or disable the option. A check mark appears in the box to the left of the option when the option is enabled. The factory default setting for both options is enabled.
 - For FILE FORMAT, press the Previous or Next key to highlight the desired file format. Then press the Enter key to select the highlighted format. The choices are TIFF (saved document format is 1 bit TIFF),PDF (1bit with CITT Group IV compression), and CALS1 (Group IV compression). The factory default setting is TIFF.
7. Repeat steps 5 and 6 for each option you wish to change.
8. Press the **Exit** key to return to the CONFIGURATION menu screen.

Scan Options (Photo)

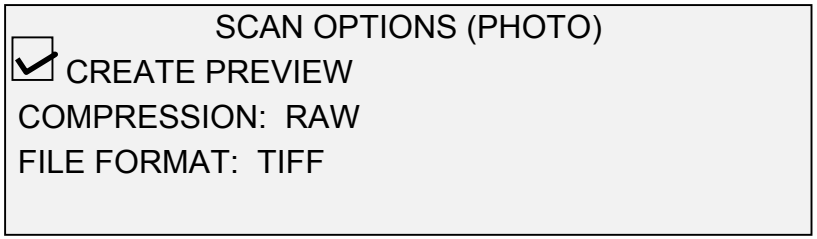
The SCAN OPTIONS (PHOTO) option of the CONFIGURATION menu allows you to perform the following functions:

- Enable or disable create preview in Photo mode. When CREATE PREVIEW is enabled, a small JPEG (.JPG) file is created during the scanning process and stored on the hard disk. Document retrieval software, running on a network connected terminal, can use this file to display a preview of the scanned image.
- Specify the saved document compression format for Photo mode.
- View the saved document file format for Photo mode. The format is 8 bit TIFF.

***NOTE**:* This option will not be displayed unless the Scan to Net feature is enabled. SCAN mode is an option on the Synergix 8825 Digital Solution. If SCAN mode has not been enabled, the FILE SYSTEM information is not available. To order this feature, contact your XES representative.

To specify the scan options for Photo Mode:

1. Press the **Menu** key. The Main Menu screen is displayed.
2. Press the **Enter** key to select CONFIGURATION. The CONFIGURATION menu screen is displayed.
3. Press the **Next** key until SCAN OPTIONS (PHOTO) is highlighted.
4. Press the **Enter** key to select SCAN OPTIONS (PHOTO). The SCAN OPTIONS (PHOTO) screen is displayed.



5. Press the **Previous** or **Next** key to highlight the scan option you wish to change.
6. Do one of the following:

- For CREATE PREVIEW, press the **Enter** key to enable or disable the option. A check mark appears in the box to the left of the option when the option is enabled. The factory default setting is enabled.
- For COMPRESSION, press the Previous or Next key to highlight the desired setting. Then press the Enter key to select the highlighted format.

 The choices are RAW and PACKBITS. The factory default setting is RAW.

7. Repeat steps 5 and 6 to change the remaining setting, if desired.
8. Press the **Exit** key to return to the CONFIGURATION menu screen.

Main Menu (continued)

Scan Options (Color)

This option will not be displayed unless the Scan to Net feature is enabled. SCAN mode is standard on the 8830/8850/8855 Digital Solution and optional on the Synergix 8825 Digital Solution. If SCAN mode has not been enabled, the FILE SYSTEM information is not available. To order this feature, contact your XES representative.

The SCAN OPTIONS (COLOR) option of the CONFIGURATION menu allows you to perform the following functions:

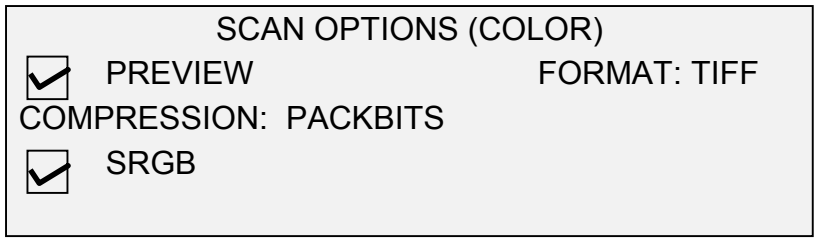
- Enable or disable PREVIEW in Color mode. When PREVIEW is enabled, a small JPEG (.JPG) file is created during the scanning process and stored on the AccXES Controller hard disk in the Scan Directory. The image can be retrieved at your workstation using the Retrieval Tool of the AccXES Client Tools.
- Specify the saved document compression format for Color mode.
- View the saved document file format for Photo mode. The format are: 24-bit RGB TIFF (6) with Packbits lossless compression

 8-bit Indexed Color TIFF with Packbits lossless compression and selectable error diffusion

 and JPEG lossy compression with selectable SRGB output.

To select the scan options for Color Mode:

1. Press the **Menu** key. The Main Menu screen is displayed.
2. Press the **Enter** key to select CONFIGURATION. The CONFIGURATION menu screen is displayed.
3. Press the **Next** key until SCAN OPTIONS (COLOR) is highlighted.
4. Press the **Enter** key to select SCAN OPTIONS (COLOR). The SCAN OPTIONS (COLOR) default screen is displayed



The options available for selections displayed on the screen will change depending on the FORMAT and COMPRESSION that are selected. Listed below are the selections and available options and their definition:

PREVIEW – Use this checkbox to enable or disable the generation of a preview image for your scanned document. Default is enabled (checkbox is checked)

FORMAT – Use this selection to determine which format you would like to have the scanned image saved in, TIFF or JPEG. Default is TIFF.

COMPRESSION (TIFF selected) – Use this selection to determine the compression method to apply to the saved TIFF document. Select one of the following:

PACKBITS – Saves the document as 24-bit RGB compressed with PACKBITS.INDEX – Saves the document as 8-bit indexed RGB (using thresholding) compressed with PACKBITS.

INDEXED – Saves the document as 8-bit indexed RGB (using error diffusion) compression with PACKBITS

Default is PACKBITS

Scan Options (Color) (continued)

COMPRESSION (JPEG selected) –Use this selection to determine the compression method to apply to the saved JPEG document. Select one of the following:

BEST IQ – Saves a document at a lower compression ratio but has higher image quality.

NORMAL – Saves a document at an average compression ratio and has average image quality.

BEST COMPRESSION – Saves a document at a higher compression ratio but has a lower image quality

Default is NORMAL

PALLETTE – Is shown only when the selected FORMAT is TIFF and the COMPRESSION is INDEX or INDEXED. Use this selection to determine which palette to use during RGB-to-index color conversion. Select one of the following:

DEFAULT – Is the standard Windows system palette.

CAD_GIS – Is an AutoCAD-based palette suitable for scanning CAD documents and GIS maps.

WEB – Is a Windows WEB palette of 216 colors suitable for publishing documents on the WEB.

PERCEPTUAL – Perceptual palette or Visual palette gives mor weight to visiually sensitive colors.

Default is DEFAULT

SRGB (Sanner data representation) – Is shown when the FORMAT is TIFF and COMPRESSION is PACKBIT or when the FORMAT is JPEG. This checkbox enables or disables scanner generation of standard RGB (sRGB) data. The default is enabled (checkbox is checked).

Main Menu (continued)

Timers

The TIMERS option of the CONFIGURATION menu allows you to set the values for the time-out functions. Pressing any key or scanning a document resets the timers.

The timers are as follows:

- **FEATURE** – Controls how long the current feature parameters remain in effect after the last key press, scan completion, or insertion of a document into the Scanner. The FEATURE timer can be set between 0 and 99 minutes. The factory default is 5 minutes. A value of 0 means that the feature will never time out.

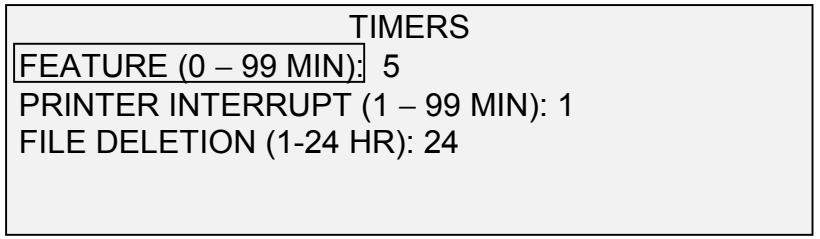
***NOTE**:* To prevent images from being lost, feature time-outs will not occur during the sets build process.

- **PRINTER INTERRUPT** – Controls how long the Printer remains in the interrupted state with no interruption at the Scanner Control Panel. This timer pertains to print jobs that have been interrupted to allow a copy job to process. The allowed range is 1 to 99 minutes. The factory default is 1 minute.
- **FILE DELETION** – Specifies the maximum amount of time a scanned image file remains on the file system before being deleted. This timer pertains only to files scanned when the Synergix Digital Solution is in the READY TO SCAN mode.

 This timer can be set between 1 and 24 hours in increments of 1 hour. When a file is scanned in, it is given a time stamp. When the age of the file on the hard disk exceeds the value of the FILE DELETION timer, the file is automatically deleted to allow space for new files. The default value is 24 hours. After the files have been deleted, the directory will also be deleted if no other files are scanned to it.

To adjust a timer:

1. Press the **Menu** key. The MAIN MENU screen is displayed.
2. Press the **Enter** key to select CONFIGURATION. The CONFIGURATION menu screen is displayed.
3. Press the **Next** key until TIMERS is highlighted.
4. Press the **Enter** key to select TIMERS. The TIMERS screen is displayed.



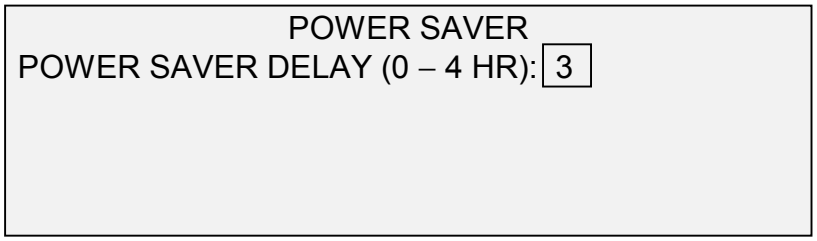
5. Press the **Previous** or **Next** key to highlight the desired timer.
6. Press the **Enter** key to select the highlighted timer.
7. Use the numeric keypad to enter the timer value.
8. Press the **Enter** key to confirm the value.
9. Repeat steps 5 through 8 if you want to set the value for additional timers.
10. Press the **Exit** key to return to the CONFIGURATION menu screen.

Power Saver

The POWER SAVER option of the CONFIGURATION menu allows you to set the number of hours of inactivity after which the system goes into Power Saver mode.

To adjust the power saver:

1. Press the **Menu** key. The MAIN MENU screen is displayed.
2. Press the **Enter** key to select CONFIGURATION. The CONFIGURATION menu screen is displayed.
3. Press the **Next** key until POWER SAVER is highlighted.
4. Press the **Enter** key to select POWER SAVER. The POWER SAVER screen is displayed.



5. Use the numeric keypad to enter the power saver value. The valid value range is 0 to 4 hours. The factory default is 3 hours.
6. Press the **Enter** key to confirm the value.
7. Press the **Exit** key to return to the CONFIGURATION menu screen.

Main Menu (continued)

Scanner Control

The SCANNER CONTROL option of the CONFIGURATION menu allows you to set the options for how the Scanner starts and finishes a scan. It contains the following features:

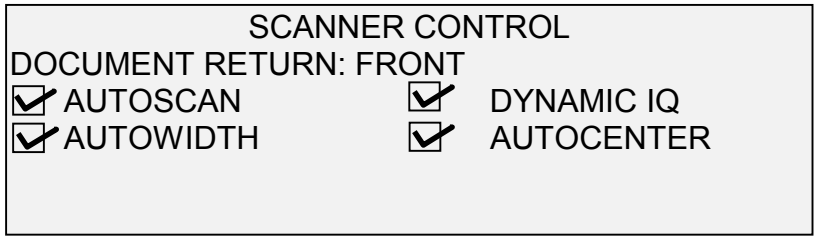
- **DOCUMENT RETURN** – Tells the Scanner, after the scan, either to return the document to the front of the Scanner (FRONT), or to drop the document from the rear of the Scanner into the catch tray (REAR). REAR is the factory default setting.

***NOTE**: Refer to Controlling the Scan for additional information.*

- **AUTOSCAN** – Tells the Scanner either to start the scan automatically when the document is inserted (ENABLED), or to wait until the Start key is pressed (DISABLED). ENABLED is the factory default setting.
- **DYNAMIC IQ** When enabled, monitors the image over the width of the whole document as it is scanned and uses the information to ensure the best reproduction of the entire image. When not enabled, only monitors a 0.70 inch (17.5 mm) X document width area after the first 1.5 inches (37.5 mm) of the document is scanned. Then uses this fixed information to adjust the quality for the entire image being scanned. Enabled is the default setting .**AUTOWIDTH** - Enables the automatic detection of the width of the document. If the feature is disabled, you must enter the width of the document manually. ENABLED is the factory default setting.
- **AUTOCENTER** - Enables the automatic centering of the image. If the feature is disabled, you must center the document during insertion into the Scanner. ENABLED is the factory default setting.

To set the Scanner control features:

1. Press the **Menu** key. The MAIN MENU screen is displayed.
2. Press the **Enter** key to select CONFIGURATION. The CONFIGURATION menu screen is displayed.
3. Press the **Next** key until SCANNER CONTROL is highlighted.
4. Press the **Enter** key to select SCANNER CONTROL. The SCANNER CONTROL screen is displayed.



5. Press the **Previous** or **Next** key to select the desired feature.
6. Press the **Enter** key to confirm the choice.
7. Press the **Previous** or **Next** key to select the desired setting.

 For DOCUMENT RETURN, the selections are FRONT and REAR. FRONT is the factory default setting.

 For AUTOSCAN, AUTOWIDTH, DYNAMIC IQ and AUTOCENTER, you can enable or disable the feature. A check mark in the box to the left of the feature indicates that the feature is enabled. Enabled is the factory default setting for these features.

8. Press the **Exit** key to return to the CONFIGURATION menu screen.

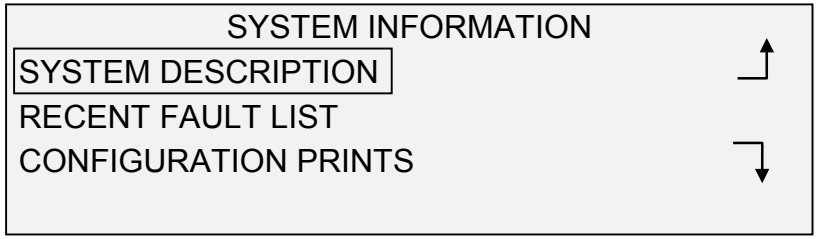
System Information menu

The SYSTEM INFORMATION option of the MAIN MENU contains the following menu choices:

- **SYSTEM DESCRIPTION** - Provides information about each component connected to the Synergix Digital Solution.
- **RECENT FAULT LIST** - Displays the most recent faults related to the Scanner.
- **CONFIGURATION PRINTS** - Prints Copier and Printer configuration pages.
-

To access the SYSTEM INFORMATION menu:

1. Press the **Menu** key. The MAIN MENU screen is displayed.
2. Press the **Next** key to highlight SYSTEM INFORMATION.
3. Press the **Enter** key to select SYSTEM INFORMATION. The SYSTEM INFORMATION menu screen is displayed. The black arrows indicate that the menu contains more options than are visible. The selected option is highlighted.



4. Press the **Previous** or **Next** key to scroll through the list of options.
5. When the desired option is highlighted, press the **Enter** key to select the option. The menu or screen for the selected option is displayed.

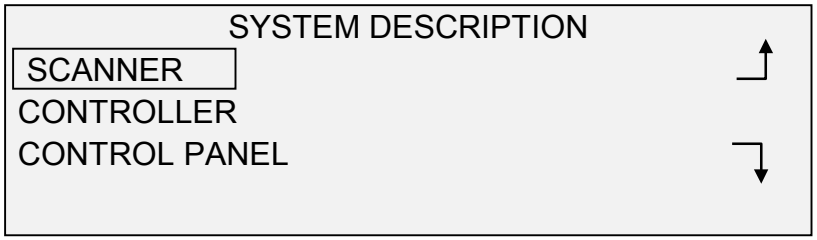
Main Menu (continued)

System Description

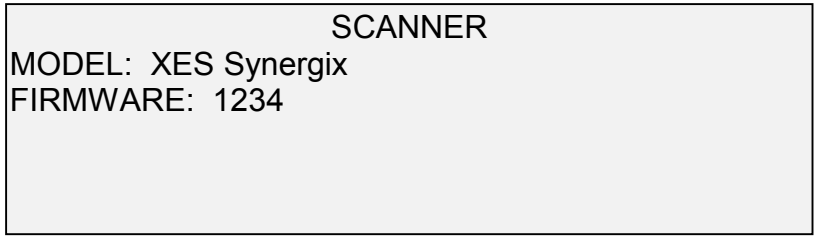
The SYSTEM DESCRIPTION option of the SYSTEM INFORMATION menu provides information on the model identity and firmware version for each component connected to the Synergix Digital Solution.

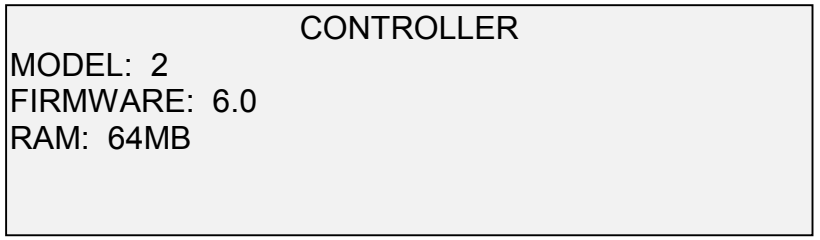
To display component information:

1. Press the **Menu** key. The MAIN MENU screen is displayed.
2. Press the **Next** key to highlight the SYSTEM INFORMATION option.
3. Press the **Enter** key to select SYSTEM INFORMATION. The SYSTEM INFORMATION menu screen is displayed.
4. Press the **Enter** key to select SYSTEM DESCRIPTION. The SYSTEM DESCRIPTION screen is displayed.

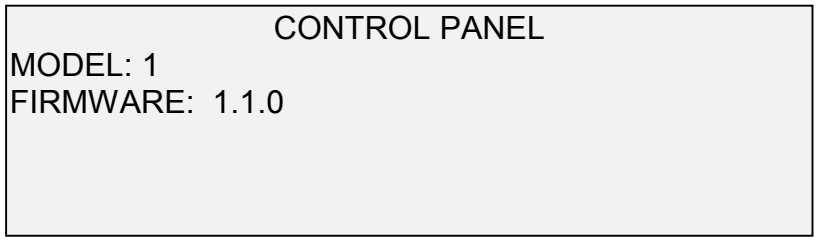


5. Press the **Previous** or **Next** key to highlight the component about which you want to view information.
6. Press the **Enter** key to select the highlighted component. The screen for the selected component is displayed. Following are examples of the screens for each of the components.





***NOTE**: The CONTROLLER screen also provides the amount of Random Access Memory (RAM) and the size of the hard disk drive.*



PRINTER
MODEL: XES 8830
FIRMWARE: xxxxxxx

FINISHER
MODEL:

***NOTE**: This screen identifies the finisher, if any. If there is no finisher, the MODEL is displayed as NONE. If a Folder is connected, the FINISHER screen displays the configuration of the connected Folder.*

7. Press the **Exit** key to return to the SYSTEM DESCRIPTION screen.

Recent Fault List

The RECENT FAULT LIST option of the SYSTEM INFORMATION menu displays the most recent faults related to the Scanner. Fault messages are stored in the Controller. Each fault message contains a fault code and a digital time stamp. When you call for service, the service center may ask you for this information.

To display the recent fault list:

1. Press the **Menu** key. The MAIN MENU screen is displayed.
2. Press the **Next** key to highlight SYSTEM INFORMATION.
3. Press the **Enter** key to select SYSTEM INFORMATION. The SYSTEM INFORMATION menu screen is displayed.
4. Press the **Next** key to highlight RECENT FAULT LIST.
5. Press the **Enter** key to select RECENT FAULT LIST. The RECENT FAULT LIST screen is displayed. Below is an example of the RECENT FAULT LIST screen.

RECENT FAULT LIST
37449914 50000008
37449868 50000008

6. Press the **Previous** or **Next** key to scroll through the list.
7. Press the **Exit** key to return to the SYSTEM INFORMATION menu screen.

Main Menu (continued)

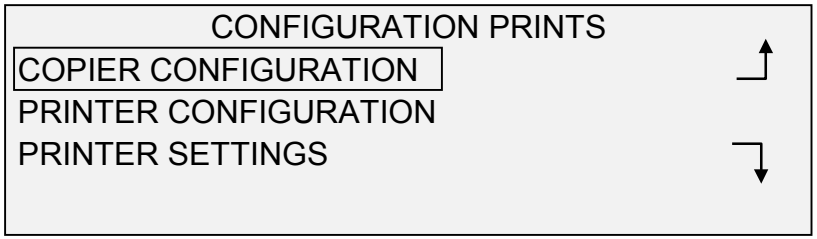
Configuration Prints

The CONFIGURATION PRINTS option of the SYSTEM INFORMATION menu allows you to print one of the following selections:

- Copier Configuration
- Printer Configuration
- Printer Settings
- All of the above.

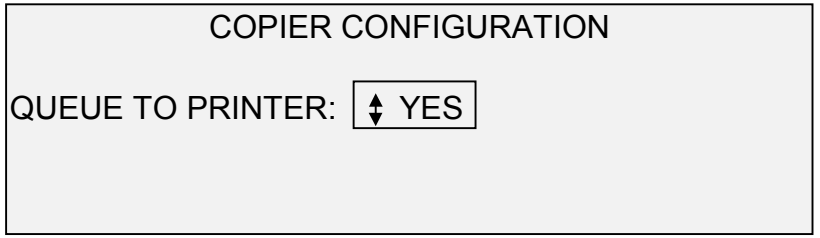
To print a configuration:

1. Press the **Menu** key. The MAIN MENU screen is displayed.
2. Press the **Next** key to highlight SYSTEM INFORMATION.
3. Press the **Enter** key to select SYSTEM INFORMATION. The SYSTEM INFORMATION menu screen is displayed.
4. Press the **Previous** or **Next** key until CONFIGURATION PRINTS is highlighted.
5. Press the **Enter** key to select CONFIGURATION PRINTS. The CONFIGURATION PRINTS screen is displayed.



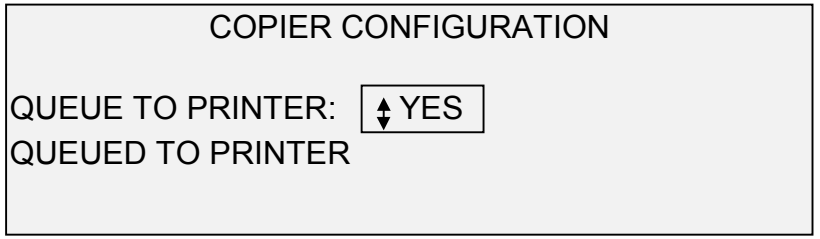
6. Press the **Previous** or **Next** key to highlight the configuration page you want to print.
7. Press the **Enter** key to select the highlighted configuration. The screen for the selected configuration is displayed. The default response is YES.

 Below is an illustration of the COPIER CONFIGURATION screen.



8. Press the **Enter** key to confirm the response. A status message is displayed indicating that the configuration has been queued to the Printer.

 Below is an illustration of the COPIER CONFIGURATION screen with the status message.



9. Press the **Exit** key to return to the CONFIGURATION PRINTS screen.

System Administration menu

The SYSTEM ADMINISTRATION option of the MAIN MENU is reserved for the system administrator. It can be accessed only after entering the system administration password.

When this option is selected, the system administrator is immediately prompted for a password. See "Entering the system administration password" in this section for complete information about the password entry.

Once the system administration password has been entered correctly, the SYSTEM ADMINISTRATION menu screen is displayed. It contains the following options:

JOB ACCOUNTING - Allows the system administrator enable the Job Accounting Mode. The options are DISABLED, ENABLED, and OPTIONAL. The default is DISABLED.

FILE SYSTEM – Allows the system administrator to view and delete account information.

CHANGE PASSWORD – Allows the system administrator to change the system administration password

SECURITY SETTINGS - Allows the system administrator to set the image recall feature.

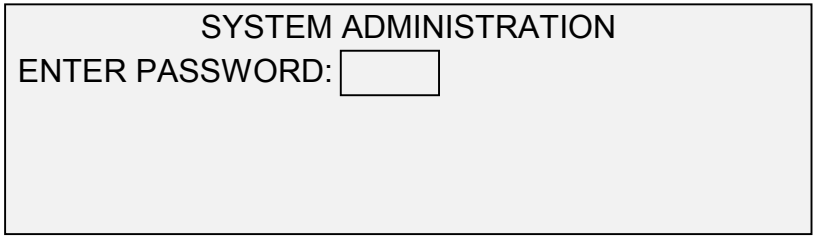
Main Menu (continued)

Entering the system administration password

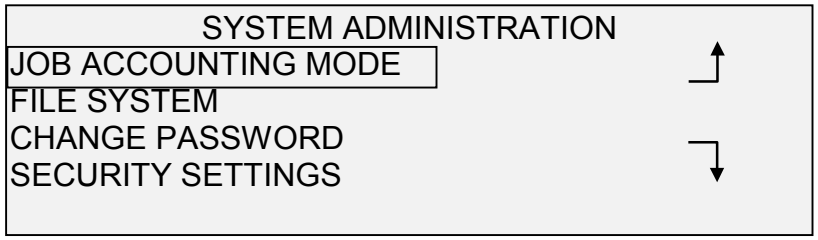
Access to the SYSTEM ADMINISTRATION menu requires the entry of the system administration password.

To enter the system administration password:

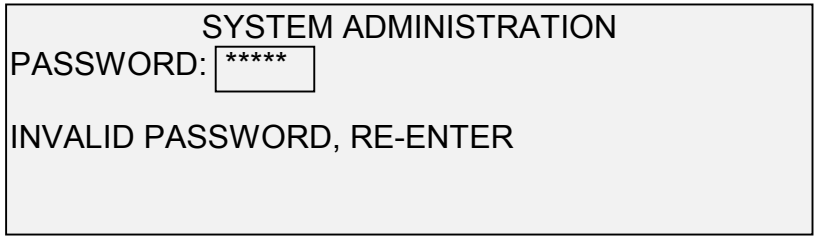
1. Press the **Menu** key. The MAIN MENU screen is displayed.
2. Press the **Previous** or **Next** key until SYSTEM ADMINISTRATION is highlighted.
3. Press the **Enter** key to select SYSTEM ADMINISTRATION. The SYSTEM ADMINISTRATION password screen is displayed.



4. Use the numeric keypad to enter the password. The password will display as asterisks.
5. Press the **Enter** key to confirm the password entry. The SYSTEM ADMINISTRATION menu screen is displayed. The black arrows indicate the menu contains more options than are visible. The selected option is highlighted.



NOTE: If an incorrect password is entered, an error message will be displayed as shown below. Enter the password again.



6. Press the **Previous** or **Next** key to scroll through the list of system administration options.
7. Press the **Enter** key to select the desired option.

Job accounting

The JOB ACCOUNTING option of the System Administration menu allows the system administrator with access to enable Job Accounting. The options are DISABLED, ENABLED, and OPTIONAL. The default is DISABLED.

File System

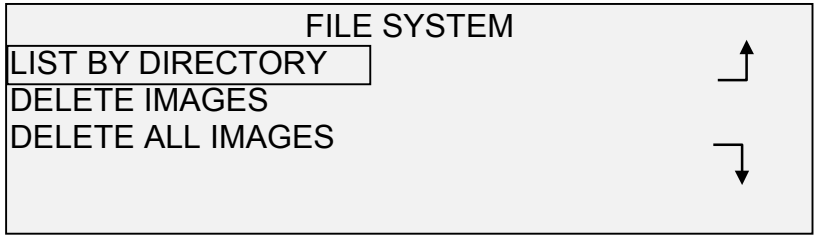
NOTE: This option will not be displayed unless the Scan to Net feature is enabled. SCAN mode is an option on the Synergix 8825 and 8850 Digital Solutions. If SCAN mode has not been enabled, the FILE SYSTEM information is not available. To order this feature, contact your XES representative.

The FILE SYSTEM option of the SYSTEM ADMINISTRATION menu provides a sub-menu of the following menu choices:

- **LIST BY**DIRECTORY– Allows the system administrator to list the number of images stored under each directory and the percentage of total hard disk space consumed by the directory.
- **DELETE IMAGES** – Allows the system administrator to delete all of the images scanned for a particular directory.
- **DELETE ALL IMAGES** – Allows the system administrator to delete all of the images currently stored on the hard disk.

To access the FILE SYSTEM menu:

1. Access the **SYSTEM ADMINISTRATION** menu. See "Entering the system administration password" in this section.
2. Press the **Next** key to highlight FILE SYSTEM.
3. Press the **Enter** key to select FILE SYSTEM. The FILE SYSTEM menu screen is displayed.



4. Press the **Previous** or **Next** key to highlight the desired option.
5. Press the **Enter** key to select the highlighted option.

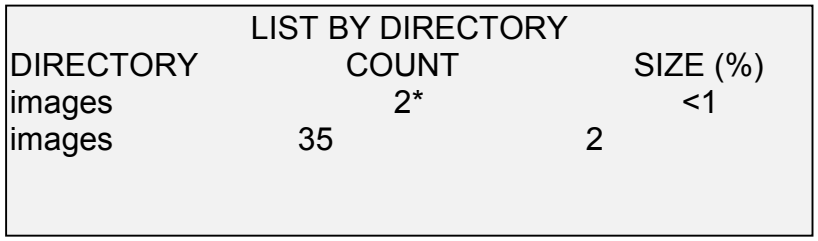
Main Menu (continued)

LISTING STORED IMAGE INFORMATION BY DIRECTORY

The LIST BY DIRECTORY option allows the system administrator to display a list of the number of images stored under each directory and the percentage of total hard disk space consumed by each accountTo list scanned image information by account:

1. Access the **SYSTEM ADMINISTRATION** menu. See "Entering the system administration password" in this section.
2. Press the **Next** key to highlight FILE SYSTEM.
3. Press the **Enter** key to select FILE SYSTEM. The FILE SYSTEM menu screen is displayed.
4. Press the **Enter** key to select LIST BYDIRECTORY. The LIST BY DIRECTORY screen is displayed. Below is an DIRECTORYexample of the LIST BY screen.

NOTE*: Directories that do not contain files will not be displayed. Directories not containing files are deleted*.



For each directory, the account name(DIRECTORY), the number of images stored under the directory(COUNT), and the percentage of total disk space consumed by the account (SIZE (%)) are shown. The length of the directory name may cause the information associated with the directory to wrap to the next line. Also, if the directory name exceeds the character limit of the first line, the name will be truncated at the width of the screen.

Use the **Previous** or **Next** key to scroll through the list.

An asterisk in the COUNT field indicates that some images in memory have not yet been processed. A "<1" in the SIZE field indicates the account uses less than 1% of the total disk space on the file system.

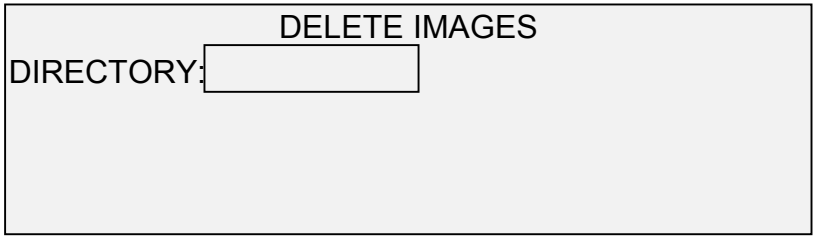
5. Press the **Exit** key to return to the FILE SYSTEM menu screen.

DELETING STORED IMAGES BY DIRECTORY

The DELETE IMAGE option allows the system administrator to delete all the images stored for a particular account.

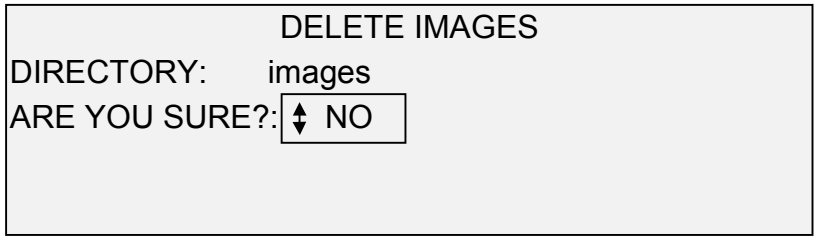
To delete stored images by account:

1. Access the **SYSTEM ADMINISTRATION** menu. See "Entering the system administration password" in this section.
2. Press the **Next** key to highlight FILE SYSTEM.
3. Press the **Enter** key to select FILE SYSTEM. The FILE SYSTEM menu screen is displayed.
4. Press the **Next** key to highlight DELETE IMAGES.
5. Press the **Enter** key to select DELETE IMAGES. The DELETE IMAGES screen is displayed.

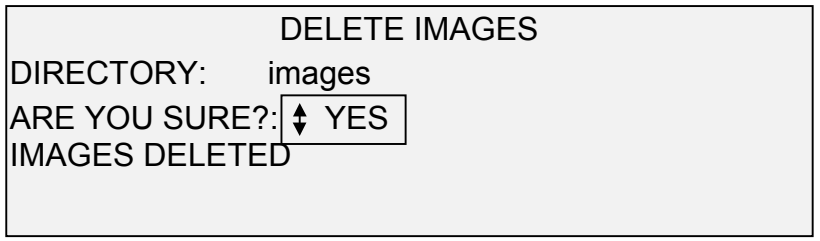


6. Use the numeric keypad to enter the name of the directory from which you would like delete the stored images.
7. Press the **Enter** key to confirm the account number. A delete confirmation screen is displayed. The default response is NO.

 Below is an example of the DELETE IMAGES screen.



8. Press the **Previous** or **Next** key to change the response to YES.
9. Press the **Enter** key to confirm the deletion. While the deletion is in process, a "DELETING. . ." message is displayed. When the deletion is complete, the status changes to IMAGES DELETED. Below is an example of the deletion screen.



10. Press the **Exit** key to return to the FILE SYSTEM menu screen.

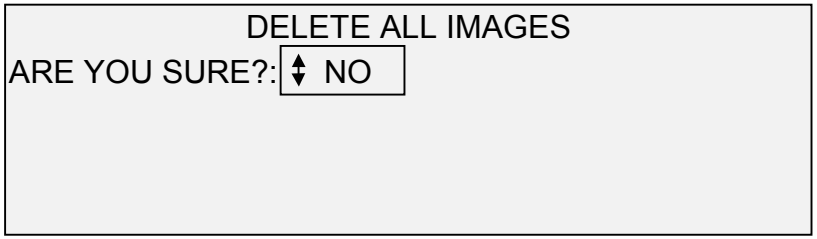
Main Menu (continued)

DELETING ALL STORED IMAGES

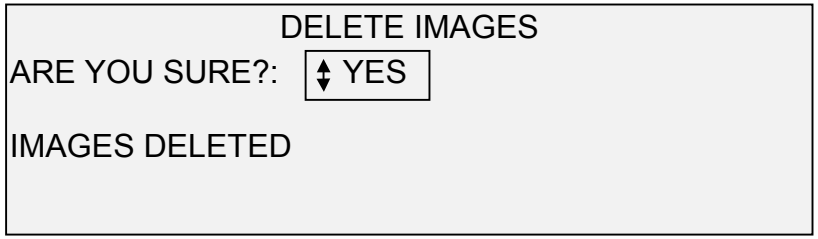
The DELETE ALL IMAGES option allows the system administrator to delete all the images stored on the file system.

To delete all stored images:

1. Access the **SYSTEM ADMINISTRATION** menu. See "Entering the system administration password" in this section.
2. Press the **Next** key to highlight FILE SYSTEM.
3. Press the **Enter** key to select FILE SYSTEM. The FILE SYSTEM menu screen is displayed.
4. Press the **Next** key until DELETE ALL IMAGES is highlighted.
5. Press the **Enter** key to select DELETE ALL IMAGES. The DELETE ALL IMAGES screen is displayed. The default response is NO.



6. Press the **Previous** or **Next** key to change the response to YES.
7. Press the **Enter** key to confirm the deletion. While the deletion is in process, a "DELETING. . ." message is displayed. When the deletion is complete, the status changes to IMAGES DELETED.



8. Press the **Exit** key to return to the FILE SYSTEM menu screen.

Change Password

The CHANGE PASSWORD option of the SYSTEM ADMINISTRATION menu allows the system administrator to change the system administration password.

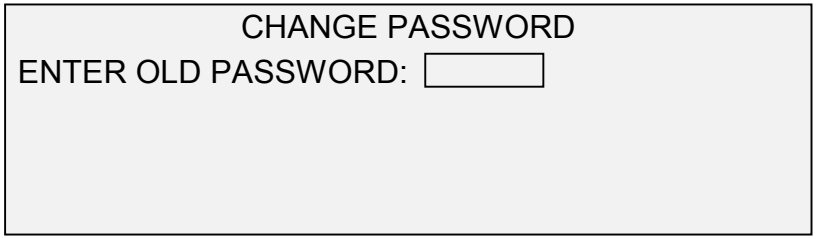
The default system administration password on all newly delivered machines, is **0** (zero). The system administrator is required to change the password after the initial login. Immediately following the login, the CHANGE PASSWORD screen is displayed. The password must be changed at that time.

If the existing password has been lost, call for service. The customer service engineer will reset the password to the default value of **0**. The system administrator should then change the password to a different value.

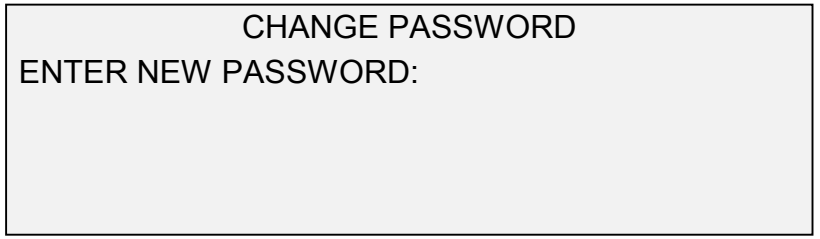
***NOTE**: Changing the system administrator password on the Scanner Control Panel also changes the system administrator password for the Printer. These two passwords always have the same value.

To change the system administration password:

1. Access the **SYSTEM ADMINISTRATION** menu. See "Entering the system administration password" in this section.
2. Press the **Next** key until CHANGE PASSWORD is highlighted.
3. Press the **Enter** key to select CHANGE PASSWORD. The CHANGE PASSWORD screen is displayed.



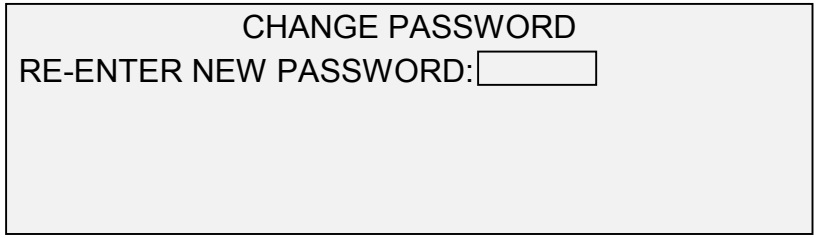
4. Use the numeric keypad to enter the old password.
5. Press the **Enter** key to confirm the old password. The CHANGE PASSWORD screen will instruct you to enter the new password.



6. Use the numeric keypad to enter the new password. The password will display as asterisks.

***NOTE**: The valid range for passwords is 0 – 65535. If the existing password or an invalid password is entered, an error message will be displayed. The new password must be entered again.*

7. Press the **Enter** key to confirm the new password. The CHANGE PASSWORD screen will instruct you to re-enter the new password.



8. Use the numeric keypad to re-enter the new password. The password will display as asterisks.
9. Press the **Enter** key to confirm the re-entry. You will be returned to the SYSTEM ADMINISTRATION menu screen. The new password is now effective. The old password is no longer valid.

Main Menu (continued)

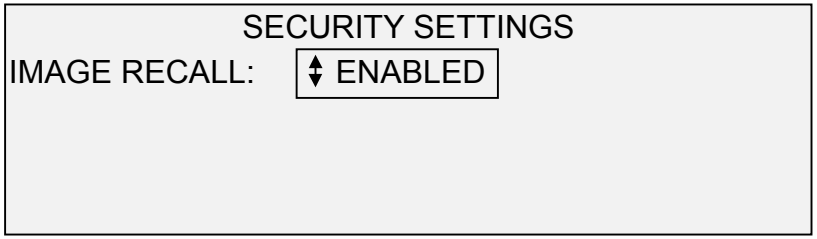
Security Settings

At most installations, users have the ability to recall the last image scanned and all the settings associated with that image. The recalled image can then be printed without the need to scan from the original document.

Security concerns at certain installations, however, might require that the image recall feature be disabled. The SECURITY SETTINGS option of the System Administration menu allows the system administrator to enable or disable the image recall feature. The default setting is ENABLED.

To enable/disable the image recall feature:

1. Access the **SYSTEM ADMINISTRATION** menu.
2. Press the **Next** key until SECURITY SETTINGS is highlighted.
3. Press the **Enter** key to select SECURITY SETTINGS. The SECURITY SETTINGS screen is displayed.



4. Press the **Previous** or **Next** key to highlight the desired response, ENABLED or DISABLED.
5. Press the **Enter** key to confirm your selection.
6. Press the **Exit** key to return to the SYSTEM ADMINISTRATION menu screen.

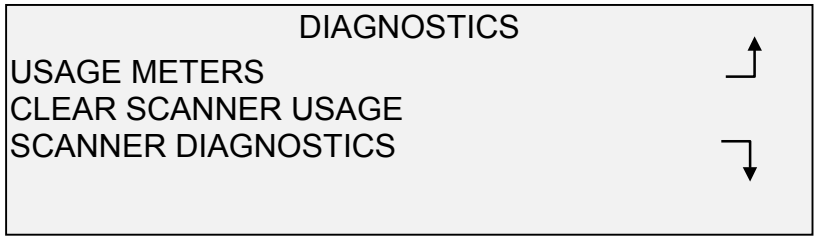
Diagnostics menu

The DIAGNOSTICS option of the Main Menu contains the following menu choices:

- **USAGE METERS** – Enables you to view usage information for documents scanned and media printed.
- **CLEAR SCANNER USAGE** – Enables the Customer Service Engineer to reset to zero the usage value for documents scanned. The diagnostic password is required for this function.
- **SCANNER DIAGNOSTICS** – Provides a sub-menu of Scanner diagnostic routines. Some of these routines are accessible by both the operator and the Customer Service Engineer, but should only be accessed by and operator when directed to do so by Service. Access to these tests has been given to enable some preliminary diagnostics to be done by phone before a Customer Service Engineer isi dispatched. Others are accessible by the Service Engineer only and require the entry of the diagnostic password.
- **INSTALLATION TEST PRINT** – Enables the Customer Service Engineer to make a copy of the test print to assist in diagnosing the scanner.
- **PASSWORD** – Enables the Customer Service Engineer to enter the password for access to password-protected diagnostic functions.

To access the DIAGNOSTICS menu:

1. Press the **Menu** key. The MAIN MENU screen is displayed.
2. Press the **Next** key until DIAGNOSTICS is highlighted.
3. Press the **Enter** key to select DIAGNOSTICS. The DIAGNOSTICS menu screen is displayed. The black arrows indicate the menu contains more options than are visible. The selected option is highlighted.



4. Press the **Previous** or **Next** key to scroll through the list of options
5. When the desired option is highlighted, press the **Enter** key to select the option. The menu or screen for the selected option is displayed.

Main Menu (continued)

USAGE METERS

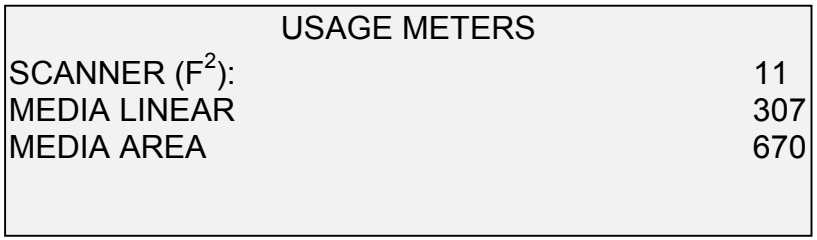
Select the USAGE METERS option of the DIAGNOSTICS menu to view the total system usage for documents scanned and media printed.

To view area and media usage:

1. Press the **Menu** key. The MAIN MENU screen is displayed.
2. Press the **Next** key until DIAGNOSTICS is highlighted.
3. Press the **Enter** key to select DIAGNOSTICS. The DIAGNOSTICS menu screen is displayed.
4. Press the **Enter** key to select USAGE METERS. The USAGE METERS screen is displayed.

 The USAGE METERS screen provides Scanner area usage and media usage. Scanner area usage is measured in square units. Media usage is measured in both linear and square units. Units are displayed as either feet or meters depending on the display units selected for the Scanner. Refer to "Localization" in the "Main Menu" section for complete information about setting the display units.

 Below is an example of the USAGE METERS screen. In the example, the units are displayed as meters.



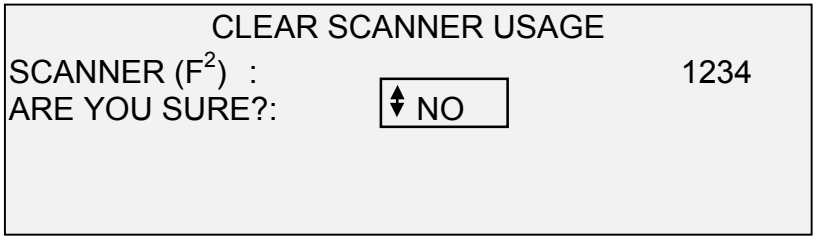
5. When finished viewing the usage information, press the **Exit** key to return to the DIAGNOSTICS menu screen.

CLEAR SCANNER USAGE

The CLEAR SCANNER USAGE option of the DIAGNOSTICS menu is for use by the Customer Service Engineer only. It requires the entry of the diagnostic password. It allows the Customer Service Engineer to reset to zero the usage value for documents scanned.

If you select this option, the CLEAR SCANNER USAGE screen is displayed. You cannot perform any functions in this screen. Press the **Exit** key to return to the DIAGNOSTICS menu screen.

Below is an example of the USAGE METERS screen. In the example, the units are displayed as square feet.



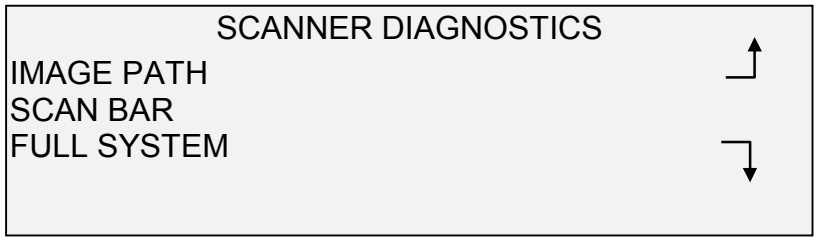
SCANNER DIAGNOSTICS

The SCANNER DIAGNOSTICS option of the DIAGNOSTICS menu provides a sub-menu of the following choices:

- **IMAGE PATH** – Enables you to validate the operation of the image processing (IP) card and the image bar.
- **SCAN BAR** – Enables you to calibrate the response of the scan bar.
- **FULL SYSTEM TEST** – Enables you to run all applicable tests on the Scanner to determine if it is working properly.
- **WRITE NVR** – Enables the Customer Service Engineer to modify the contents of the non-volatile memory of the Scanner. The diagnostic password is required for this function.
- **RESET NVR DEFAULTS** – Enables the Customer Service Engineer to reset the NVR values to the factory default values. The diagnostic password is required for this function.
- **SCANNER RELIABILITY METER** – Enables you to gather data about the reliability of the scanning mechanism.
- **SCANNER FAULTS (ORDERED)** – Enables you to view the entries in the internal Scanner Fault Log.
- **SCANNER FAULTS (COUNTS)** – Enables you to view the last cleared faults.
- **CLEAR SCANNER FAULT LOG** – Enables the Customer Service Engineer to erase the contents of the Scanner Fault Log. The diagnostic password is required for this function.
- **COMPONENT TESTS** – Provides a sub-menu of Scanner component diagnostic routines. Some of these routines are accessible by both the operator and the Customer Service Engineer. Others are accessible by the Customer Service Engineer only and require the entry of the diagnostic password.
- **READ NVR** – Enables you examine the contents of the non-volatile RAM (NVR).

To access the SCANNER DIAGNOSTICS menu:

1. Press the **Menu** key. The MAIN MENU screen is displayed.
2. Press the **Next** key until DIAGNOSTICS is highlighted.
3. Press the **Enter** key to select DIAGNOSTICS. The DIAGNOSTICS menu screen is displayed.
4. Press the **Next** key until SCANNER DIAGNOSTICS is highlighted.
5. Press the Enter key to highlight SCANNER DIAGNOSTICS. The SCANNER DIAGNOSTICS menu screen is displayed. The black arrows indicate that the menu contains more options than are visible. The selected option is highlighted.



6. Press the **Previous** or **Next** key to scroll through the list of options.
7. When the desired option is highlighted, press the **Enter** key to select the option. The menu or screen for the selected option is displayed.

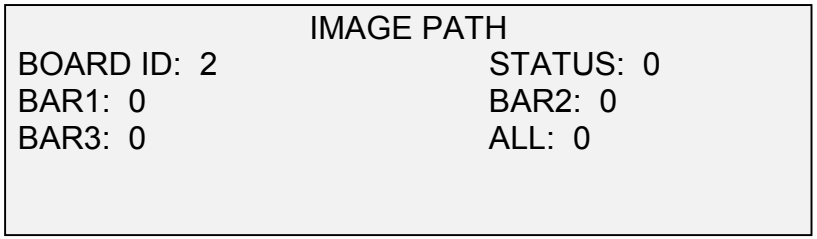
Main Menu (continued)

IMAGE PATH

Select the IMAGE PATH option to validate the operation of the image processing (IP) card and the image bar.

To run the IMAGE PATH diagnostic:

1. Press the **Menu** key. The MAIN MENU screen is displayed.
2. Press the **Next** key until DIAGNOSTICS is highlighted.
3. Press the **Enter** key to select DIAGNOSTICS. The DIAGNOSTICS menu screen is displayed.
4. Press the **Next** key until SCANNER DIAGNOSTICS is displayed.
5. Press the **Enter** key to select SCANNER DIAGNOSTICS. The SCANNER DIAGNOSTICS menu screen is displayed.
6. Press the **Enter** key to select IMAGE PATH. The IMAGE PATH screen is displayed.



 When you enter the IMAGE PATH screen, the status field for all tests contains a "0." After a few seconds, the results of the tests are displayed. A test result with no failure displays as PASS. A test result with a failure displays a failure code. If a failure code is displayed, call for service.

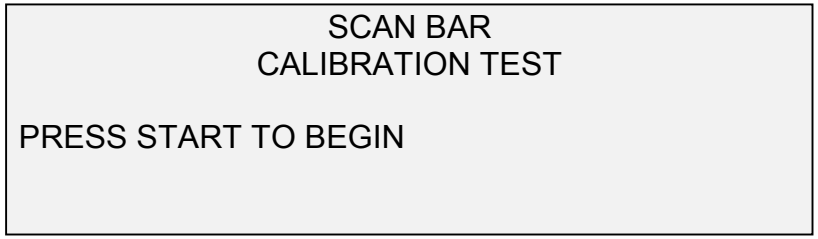
7. Press the **Exit** key to return to the SCANNER DIAGNOSTICS menu screen.

SCAN BAR

Select the SCAN BAR option to calibrate the response of the scan bar.

To run the SCAN BAR diagnostic:

1. Press the **Menu** key. The MAIN MENU screen is displayed.
2. Press the **Next** key until DIAGNOSTICS is highlighted.
3. Press the **Enter** key to select DIAGNOSTICS. The DIAGNOSTICS menu screen is displayed.
4. Press the **Next** key until SCANNER DIAGNOSTICS is displayed.
5. Press the **Enter** key to select SCANNER DIAGNOSTICS. The SCANNER DIAGNOSTICS menu screen is displayed.
6. Press the **Next** key to highlight SCAN BAR.
7. Press the **Enter** key to select SCAN BAR. The SCAN BAR screen is displayed.



8. Press the **Start** key to begin the test. While the test is executing, the bottom display line changes to "RUNNING."

 At the completion of the test, the test result is displayed. A test result with no failure displays as PASSED. A test result with a failure displays as FAILED followed by ERROR CODE: and a hexadecimal value between 0 and FF. If a failure code is displayed, call for service.

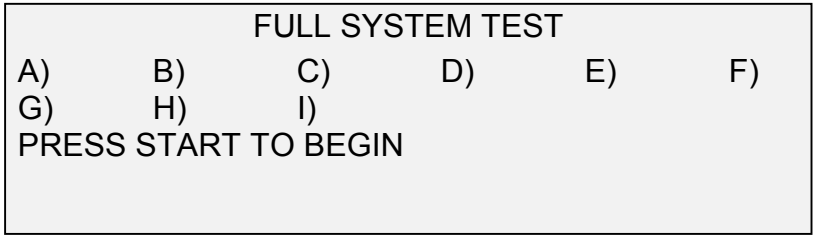
9. Press the **Exit** key to return to the SCANNER DIAGNOSTICS menu screen.

FULL SYSTEM TEST

Select the FULL SYSTEM TEST option to run all applicable tests on the Scanner to determine if it is working properly.

To run the FULL SYSTEM TEST diagnostic:

1. Press the **Menu** key. The MAIN MENU screen is displayed.
2. Press the **Next** key until DIAGNOSTICS is highlighted.
3. Press the **Enter** key to select DIAGNOSTICS. The DIAGNOSTICS menu screen is displayed.
4. Press the **Next** key until SCANNER DIAGNOSTICS is displayed.
5. Press the **Enter** key to select SCANNER DIAGNOSTICS. The SCANNER DIAGNOSTICS menu screen is displayed.
6. Press the **Next** key until FULL SYSTEM TEST is highlighted.
7. Press the **Enter** key to select FULL SYSTEM TEST. The FULL SYSTEM TEST screen is displayed.



Nine sub-tests are included in the system test. Each letter on the screen corresponds to a sub-test as follows:

A) Post Test 5 – NVM (Non Volatile Memory) Verification

B) Post Test 6 - Motor Communications

C) Post Test 7 - SCVM Code Checksum

D) Post Test 8 - SCVM (Scanner Virtual Memory) Load and Functional Test

E) Post Test 9 - Pixel Magic Interface

F) Post Test A - Pixel Magic Internal

G) Post Test B - Video Path

H) Post Test C - 24 VDC (Volts Direct Current) Power Supply Test

I) Post Test D - Lamp

8. Press the **Start** key to begin the system test. While the tests are executing, the bottom display line changes to "RUNNING."

 At the completion of the tests, the test results are displayed. If a sub-test is successful, a "P" is displayed. If a sub-test fails, an "F" is displayed. If an "F" is displayed the test has failed and service is required.

9. Press the **Exit** key to return to the SCANNER DIAGNOSTICS menu screen.

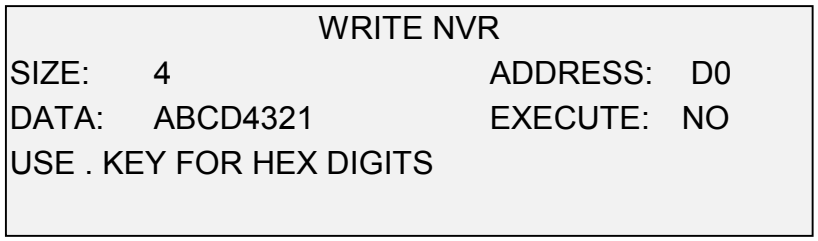
Main Menu (continued)

WRITE NVR

The WRITE NVR option is for use by the Customer Service Engineer only and requires the entry of the diagnostic password. It allows the Customer Service Engineer to modify the contents of the non-volatile memory of the Scanner.

If you select this option, the WRITE NVR screen is displayed. You cannot perform any functions in this screen. Press the **Exit** key to return to the SCANNER DIAGNOSTICS menu screen.

Below is an example of the WRITE NVR screen.

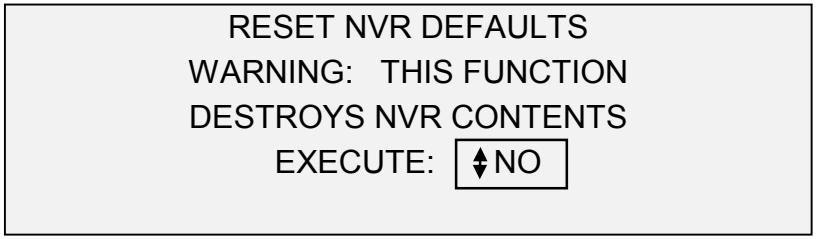


RESET NVR DEFAULTS

The RESET NVR DEFAULTS option is for use by the Customer Service Engineer only and requires the entry of the diagnostic password. It allows the Customer Service Engineer to reset the NVR values to the factory default values.

If you select this option, the RESET NVR DEFAULTS screen is displayed. You cannot perform any functions in this screen. Press the **Exit** key to return to the SCANNER DIAGNOSTICS menu screen.

Below is an illustration of the RESET NVR DEFAULTS screen.



SCANNER RELIABILITY METER

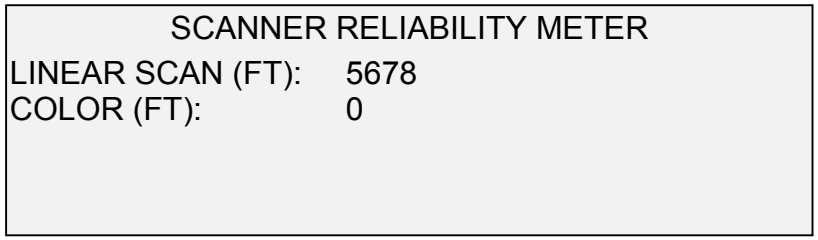
Select the SCANNER RELIABILITY METER option to view the current value of the usage meter maintained by the Scanner. The meter counts and displays the number of linear feet since the Scanner Fault Log was last cleared. The number of linear feet between fault occurrences is an indication of the reliability of the Scanner.

To run the SCANNER RELIABILITY METER diagnostic:

1. Press the **Menu** key. The MAIN MENU screen is displayed.
2. Press the **Next** key until DIAGNOSTICS is highlighted.
3. Press the **Enter** key to select DIAGNOSTICS. The DIAGNOSTICS menu screen is displayed.
4. Press the **Next** key until SCANNER DIAGNOSTICS is displayed.
5. Press the **Enter** key to select SCANNER DIAGNOSTICS. The SCANNER DIAGNOSTICS menu screen is displayed.
6. Press the **Next** key until SCANNER RELIABILITY METER is highlighted.
7. Press the **Enter** key to select SCANNER RELIABILITY METER. The SCANNER RELIABILITY METER screen is displayed.

 The Scanner usage meter is intended for gathering data about the reliability of the scanning mechanism. This meter measures linear usage only. Units are displayed as either feet or meters depending on the display units selected for the machine. Refer to "Localization" in the "Main Menu" section for complete information about setting the display units.

 Below is an example of the SCANNER RELIABILITY METER screen. In the example, the units are displayed as feet.



8. Press the **Exit** key to return to the SCANNER DIAGNOSTICS menu screen.

Main Menu (continued)

SCANNER FAULTS (ORDERED)

Select the SCANNER FAULTS (ORDERED) option to view the entries in the internal Scanner Fault Log.

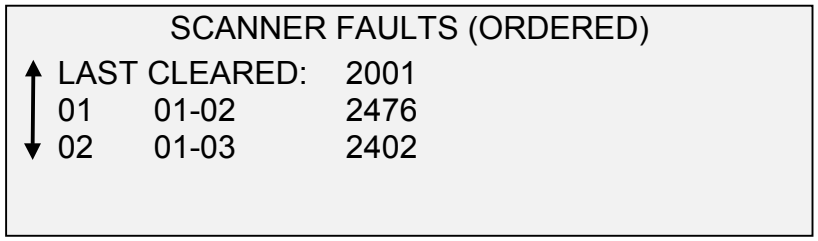
To run the SCANNER FAULTS (ORDERED) diagnostic:

1. Press the **Menu** key. The MAIN MENU screen is displayed.
2. Press the **Next** key until DIAGNOSTICS is highlighted.
3. Press the **Enter** key to select DIAGNOSTICS. The DIAGNOSTICS menu screen is displayed.
4. Press the **Next** key until SCANNER DIAGNOSTICS is displayed.
5. Press the **Enter** key to select SCANNER DIAGNOSTICS. The SCANNER DIAGNOSTICS menu screen is displayed.
6. Press the **Next** key until SCANNER FAULTS (ORDERED) is highlighted.
7. Press the **Enter** key to select SCANNER FAULTS (ORDERED). The SCANNER FAULTS (ORDERED) screen is displayed.

 The first line of the display contains the value of the internal Scanner Reliability Meter reading when the log was last cleared. If the log has never been cleared, the value is set to zero. This line scrolls with the log data.

 The second and third lines contain the log entry information in columnar format. The first column indicates the log entry number. The second column indicates the fault code recorded in the log. The third column is the value of the internal Scanner Usage Meter at the time the fault was detected.

Below is an example of the SCANNER FAULTS (ORDERED) screen.



8. Use the **Previous** or **Next** key to scroll through the listing.

 The entries are presented three to a screen. You can view all valid entries in the Scanner Fault Log from this screen. Empty log entries are not displayed.

9. When finished viewing the fault data, press the **Exit** key to return to the SCANNER DIAGNOSTICS menu screen.

SCANNER FAULTS (COUNT)

Select the SCANNER FAULTS (COUNT) option to view the last cleared faults.

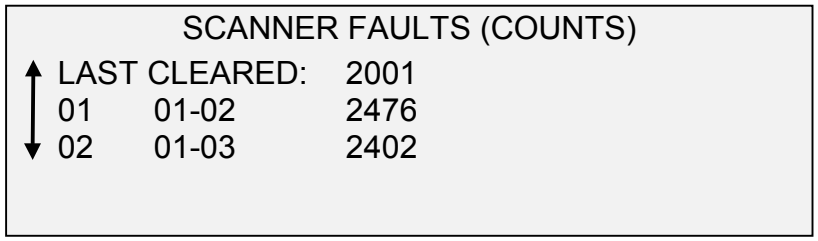
To run the SCANNER FAULTS (COUNTS) diagnostic:

1. Press the **Menu** key. The MAIN MENU screen is displayed.
2. Press the **Next** key until DIAGNOSTICS is highlighted.
3. Press the **Enter** key to select DIAGNOSTICS. The DIAGNOSTICS menu screen is displayed.
4. Press the **Next** key until SCANNER DIAGNOSTICS is displayed.
5. Press the **Enter** key to select SCANNER DIAGNOSTICS. The SCANNER DIAGNOSTICS menu screen is displayed.
6. Press the **Next** key until SCANNER FAULTS (COUNTS) is highlighted.
7. Press the **Enter** key to select SCANNER FAULTS (COUNTS). The SCANNER FAULTS (COUNTS) screen is displayed.

 The first line of the display contains the value of the internal Scanner Reliability Meter reading when the log was last cleared. If the log has never been cleared, the value is set to zero. This line scrolls with the log data.

 The second and third lines contain the log entry information in columnar format. The first column indicates the log entry number. The second column indicates the fault code recorded in the log. The third column is the value of the internal Scanner Usage Meter at the time the fault was detected.

Below is an example of the SCANNER FAULTS (COUNTS) screen.



8. Use the **Previous** or **Next** key to scroll through the listing.

 The entries are presented three to a screen. You can view all valid entries in the Scanner Fault Log from this screen. Empty log entries are not displayed.

9. When finished viewing the fault data, press the **Exit** key to return to the SCANNER DIAGNOSTICS menu screen.

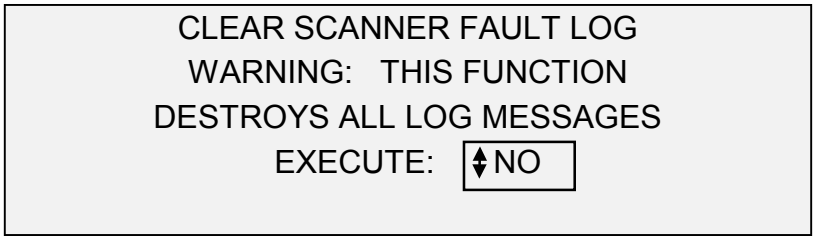
Main Menu (continued)

CLEAR SCANNER FAULT LOG

The CLEAR SCANNER FAULT LOG option is for use by the Customer Service Engineer only and requires the entry of the diagnostic password. It allows the Customer Service Engineer to erase the contents of the Scanner Fault Log.

If you select this option, the CLEAR SCANNER FAULT LOG screen is displayed. You cannot perform any functions in this screen. Press the **Exit** key to return to the SCANNER DIAGNOSTICS menu screen.

Below is an illustration of the CLEAR SCANNER FAULT LOG screen.



COMPONENT TESTS

The COMPONENT TESTS option of the SCANNER DIAGNOSTICS menu provides a sub-menu of the following menu choices:

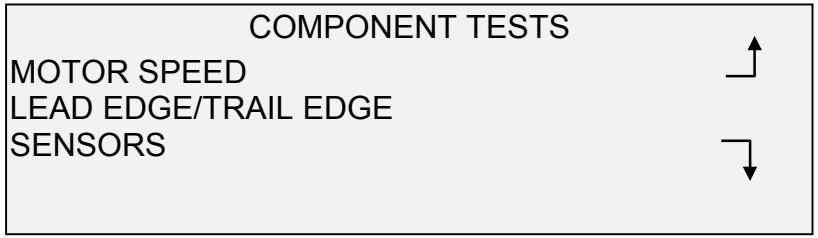
- **MOTOR SPEED** – Enables the Customer Service Engineer to adjust the Scanner motor speed and correct magnification errors in the process direction. The diagnostic password is required for this function.
- **LEAD EDGE/TRAIL EDGE** – Enables you to execute the lead edge/trail edge diagnostic.
- **SENSORS** – Enables you to display the current state of the Scanner optical paper sensors and the thick document sensor.

MOTOR COMMUNICATIONS – Enables a document motor communications loopback test to assist in diagnosing a scanner problem.

- **DOCUMENT MOTOR** – Enables you to stop and start the document handler motor.
- **LAMP** – Enables you to turn the lamp on and off and receive a feedback from the illumination sensor.
- **CALIBRATION MOTOR** – Enables you to test the calibration zone motor.

To access the COMPONENT TESTS menu:

1. Press the **Menu** key. The MAIN MENU screen is displayed.
2. Press the **Next** key until DIAGNOSTICS is highlighted.
3. Press the **Enter** key to select DIAGNOSTICS. The DIAGNOSTICS menu screen is displayed.
4. Press the **Next** key until SCANNER DIAGNOSTICS is highlighted.
5. Press the **Enter** key to highlight SCANNER DIAGNOSTICS. The SCANNER DIAGNOSTICS menu screen is displayed.
6. Press the **Next** key until COMPONENT TESTS is highlighted.
7. Press the **Enter** key to select COMPONENT TESTS. The COMPONENT TESTS menu screen is displayed. The black arrows indicate that the menu contains more options than are visible. The selected option is highlighted.



8. Press the **Previous** or **Next** key to scroll through the list of options.
9. When the desired option is highlighted, press the **Enter** key to select the option. The screen for the selected option is displayed.

Main Menu (continued)

MOTOR SPEED

The MOTOR SPEED option is for use by the Customer Service Engineer only and requires the entry of the diagnostic password. It allows the Customer Service Engineer to adjust the Scanner motor speed and correct magnification error in the process direction.

If you select this option, the MOTOR SPEED screen is displayed. You cannot perform any functions in this screen. Press the **Exit** key to return to the COMPONENTS TESTS menu screen.

Below is an example of the MOTOR SPEED screen.

```
MOTOR SPEED
EXPECTED LENGTH:    610
MEASURED LENGTH:    0
PRESS START TO ADJUST SPEED
```

LEAD EDGE/TRAIL EDGE

Select the LEAD EDGE/TRAIL EDGE option to execute the lead edge/trail edge adjustment diagnostic.

To run the LEAD EDGE/TRAIL EDGE diagnostic:

1. Press the **Menu** key. The MAIN MENU screen is displayed.
2. Press the **Next** key until DIAGNOSTICS is highlighted.
3. Press the **Enter** key to select DIAGNOSTICS. The DIAGNOSTICS menu screen is displayed.
4. Press the **Next** key until SCANNER DIAGNOSTICS is displayed.
5. Press the **Enter** key to select SCANNER DIAGNOSTICS. The SCANNER DIAGNOSTICS menu screen is displayed.
6. Press the **Next** key until COMPONENT TESTS is highlighted.
7. Press the **Enter** key to select COMPONENT TESTS. The COMPONENTS TESTS menu screen is displayed.
8. Press the **Enter** key to select LEAD EDGE/TRAIL EDGE. The LEAD EDGE/TRAIL EDGE ADJUSTMENT screen is displayed.

```
LEAD EDGE/TRAIL EDGE
ADJUSTMENT

PRESS START TO BEGIN
```

9. Insert a black sheet (8.5 X 11) of paper into the Scanner.
10. Press the **Start** key to begin the diagnostic. When the diagnostic completes, the last line of the display is replaced with a status line indicating PASS or FAIL. The last line may also display as NO RESPONSE FROM SCANNER if the Scanner does not process the request within the timeout period.
11. Press the **Enter** key to return to the COMPONENT TESTS menu screen.

SENSORS

Select the SENSORS option to display the current state of the Scanner optical paper sensors, calibration home sensor, and the thick document sensor.

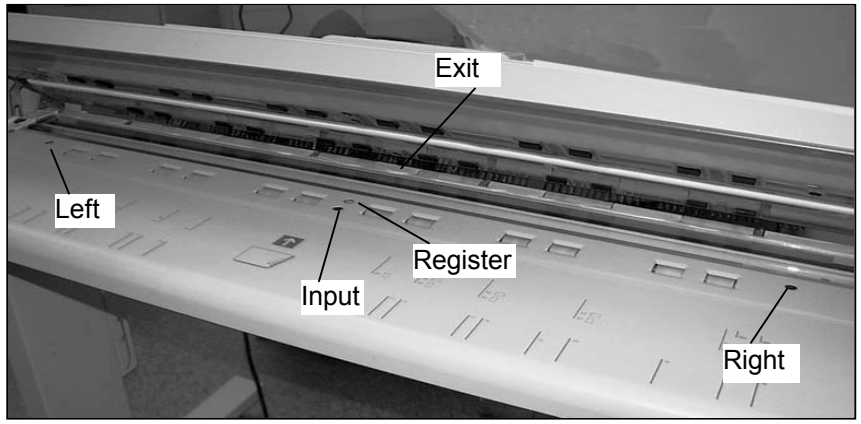
To display the status of the sensors:

1. Press the **Menu** key. The MAIN MENU screen is displayed.
2. Press the **Next** key until DIAGNOSTICS is highlighted.
3. Press the **Enter** key to select DIAGNOSTICS. The DIAGNOSTICS menu screen is displayed.
4. Press the **Next** key until SCANNER DIAGNOSTICS is displayed.
5. Press the **Enter** key to select SCANNER DIAGNOSTICS. The SCANNER DIAGNOSTICS menu screen is displayed.
6. Press the **Next** key until COMPONENT TESTS is highlighted.
7. Press the **Enter** key to select COMPONENT TESTS. The COMPONENTS TESTS menu screen is displayed.
8. Press the **Enter** key to select SENSORS. The SENSORS screen is displayed. The status of each sensor displays as NO. INPUT, EXIT, LEFT, RIGHT, HOME and REGISTER are the optical paper sensors. THICK is the Thick Document Sensor.

```
                    SENSORS
INPUT: NO       EXIT:  NO       HOME: NO
LEFT: NO                        RIGHT:  NO
REGISTER:  NO                   THICK:  NO
```

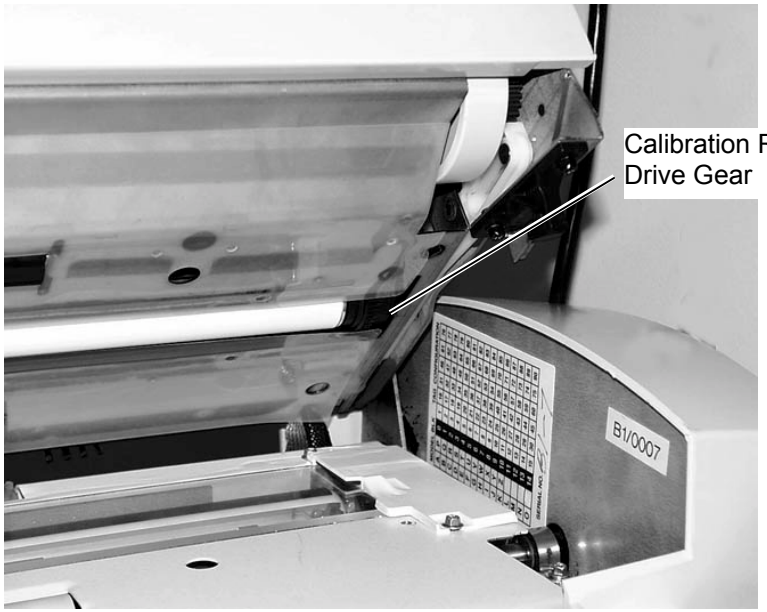
9. To check the status of the optical paper sensors:
 a. Raise the Thickness Lever to enable an 8.5 X 11 sheet of paper to be inserted into the Scanner.
 b. Insert the sheet of pape rcentered on the Scanner and slowly push the paper into the Scanner to check the INPUT, REGISTER, and EXIT sensors.

 The sensors are located underneath the top cover. The photo below shows the location of each of the sensors on the Document Feed Tray.



 c. Observe the Display. The status of the covered optical paper sensor changes from NO to YES if the sensor is okay..
 d. Move the sheet of paper fully to the left and right to check the LEFT and RIGHT sensors.

10. To check the status of the thick document sensor:
 a. Raise the Thick Document Lever. The status of the sensor will change from NO to YES.
 b. When finished viewing the status of the thick document sensor, lower the Thick Document Lever.
11. To check the status of HOME sensor.
 a. Raise the Document Handler just enough to access the Calibration Roll drive gear and still be able to see the Display.
 b. Rotate the Calibration Roll one full revolution, the status will change from NO to YES if the sensor is okay.



12. Press the **Exit** key to return to the COMPONENT TESTS menu screen.

MOTOR COMMUNICATIONS

The MOTOR COMMUNICATIONS test is for use by the Customer Service Engineer only. However, user access is permitted in the event that Service instructs the user to perform this test. This test allows the Customer Service Engineer or user, if directed by the Service Engineer, to run a motor communications loopback test to assist in diagnosing a scanner problem.

When the **Start** key is press the message changes to STATUS:, then after the test completes either a PASS or FAIL status is displayed. If the status is FAIL, some test values will be displayed., and Service will be required.

DOCUMENT MOTOR
COMMUNICATIONS

PRESS START TO BEGIN

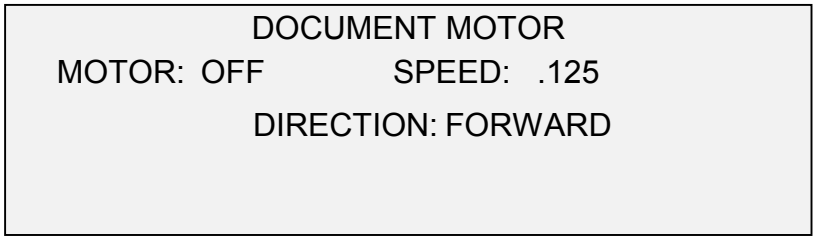
Main Menu (continued)

DOCUMENT MOTOR

This option allows you to stop and start the document handler motor. When you select this option, the DOCUMENT MOTOR screen is displayed.

To run the DOCUMENT MOTOR diagnostic:

1. Press the **Menu** key. The MAIN MENU screen is displayed.
2. Press the **Next** key until DIAGNOSTICS is highlighted.
3. Press the **Enter** key to select DIAGNOSTICS. The DIAGNOSTICS menu screen is displayed.
4. Press the **Next** key until SCANNER DIAGNOSTICS is displayed.
5. Press the **Enter** key to select SCANNER DIAGNOSTICS. The SCANNER DIAGNOSTICS menu screen is displayed.
6. Press the **Next** key until COMPONENT TESTS is highlighted.
7. Press the **Enter** key to select COMPONENT TESTS. The COMPONENTS TESTS menu screen is displayed.
8. Press the **Next** key until DOCUMENT MOTOR is highlighted.
9. Press the **Enter** key to select DOCUMENT MOTOR. The DOCUMENT MOTOR screen is displayed.



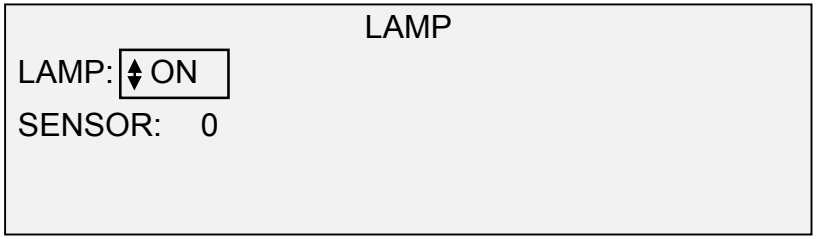
10. Turn the motor on.
 a. Press the **Previous** or **Next** key to highlight MOTOR.
 b. Press the **Enter** key to confirm your selection.
 c. Press the **Previous** or **Next** key to select ON. The choices are ON and OFF.
 d. Press the **Enter** key to confirm your selection.
11. Select the motor speed.
 a. Press the **Previous** or **Next** key to highlight SPEED.
 b. Press the **Enter** key to confirm your selection.
 c. Press the **Previous** or **Next** key to select the desired motor speed. The choices are .125, .250, .500, .750, 1, 1.5, 2, 3 and 4.
 d. Press the **Enter** key to confirm your selection.
12. Select the motor direction.
 a. Press the **Previous** or **Next** key to highlight DIRECTION.
 b. Press the **Enter** key to confirm your selection.
 c. Press the **Previous** or **Next** key to select the desired motor direction. The choices are FORWARD and REVERSE.
 d. Press the **Enter** key to confirm your selection.
13. Press the **Start** key to activate the motor.
14. Press the **Exit** key to return to the COMPONENT TESTS menu screen.

LAMP

Select the LAMP option to turn the lamp on or off and obtain a feedback from the illumination sensor.

To run the LAMP diagnostic:

1. Press the **Menu** key. The MAIN MENU screen is displayed.
2. Press the **Next** key until DIAGNOSTICS is highlighted.
3. Press the **Enter** key to select DIAGNOSTICS. The DIAGNOSTICS menu screen is displayed.
4. Press the **Next** key until SCANNER DIAGNOSTICS is displayed.
5. Press the **Enter** key to select SCANNER DIAGNOSTICS. The SCANNER DIAGNOSTICS menu screen is displayed.
6. Press the **Next** key until COMPONENT TESTS is highlighted.
7. Press the **Enter** key to select COMPONENT TESTS. The COMPONENTS TESTS menu screen is displayed.
8. Press the **Next** key until LAMP is highlighted.
9. Press the **Enter** key to select LAMP. The LAMP screen is displayed.



10. Press the **Previous** or **Next** key to turn the lamp ON or OFF. A value from 1 to 255 displays in the SENSOR field. When the lamp is off, a value of 0 or 1 is typical; when the lamp is on, a value of 50 to 150 is typical.
11. Press the **Exit** key to return to the COMPONENT TESTS menu screen.

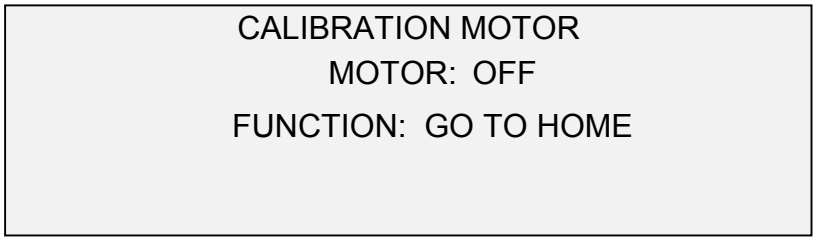
Main Menu (continued)

CALIBRATION MOTOR

Select the CALIBRATION MOTOR option to set the calibration zone motor.

To run the CALIBRATION MOTOR diagnostic:

1. Press the **Menu** key. The MAIN MENU screen is displayed.
2. Press the **Next** key until DIAGNOSTICS is highlighted.
3. Press the **Enter** key to select DIAGNOSTICS. The DIAGNOSTICS menu screen is displayed.
4. Press the **Next** key until SCANNER DIAGNOSTICS is displayed.
5. Press the **Enter** key to select SCANNER DIAGNOSTICS. The SCANNER DIAGNOSTICS menu screen is displayed.
6. Press the **Next** key until COMPONENT TESTS is highlighted.
7. Press the **Enter** key to select COMPONENT TESTS. The COMPONENTS TESTS menu screen is displayed.
8. Press the **Next** key until CALIBRATION MOTOR is highlighted.
9. Press the **Enter** key to select CALIBRATION MOTOR. The CALIBRATION MOTOR screen is displayed.



10. Press the **Previous** or **Next** key to select FUNCTION.
11. Press the **Enter** key to select FUNCTION.
12. Press the **Previous** or **Next** key to highlight the desired function. The choices are GO TO WIDTH, GO TO CALIBRATE, GO TO HOME, FIND HOME, and ROTATE.
13. Press the **Enter** key to confirm your selection.
14. Press the **Previous** or **Next** key to highlight MOTOR.
15. Press the **Enter** key to confirm your selection.
16. Press the **Previous** or **Next** key to highlight ON. The choices are ON and OFF. The requested operation will execute.

 If a GO TO or FIND function has been selected, the MOTOR field will be automatically set to OFF when the MOTOR field is once again selected. If the ROTATE function has been selected, the motor will run continuously until you set the MOTOR field to OFF.

***NOTE**: If the Scanner encounters a failure accessing the calibration motor function, the fourth line of the display will read "FAILURE CODE:" followed by a two-digit hexadecimal number. The fourth line may also display NO RESPONSE FROM SCANNER if the Scanner does not respond to the test request.*

17. Press the **Exit** key to return to the Component Tests menu screen.

READ NVR

The READ NVR option allows the examination of the contents of the non-volatile RAM (NVR). The service center may ask you to provide this information when calling for service.

To run the READ NVR diagnostic:

1. Press the **Menu** key. The MAIN MENU screen is displayed.
2. Press the **Next** key until DIAGNOSTICS is highlighted.
3. Press the **Enter** key to select DIAGNOSTICS. The DIAGNOSTICS menu screen is displayed.
4. Press the **Next** key until SCANNER DIAGNOSTICS is displayed.
5. Press the **Enter** key to select SCANNER DIAGNOSTICS. The SCANNER DIAGNOSTICS menu screen is displayed.
6. Press the **Next** key until READ NVR is highlighted.
7. Press the **Enter** key to select READ NVR. The READ NVR screen is displayed. An "xx" displays for all the NVR values.

```
                READ NVR
   00 -07:   xx xx xx xx xx xx xx xx
   08 - 0F:  xx xx xx xx xx xx xx xx
   10-17: xx xx xx xx xx xx xx xx
   18 - 1F:  xx xx xx xx xx xx xx xx
PRESS START TO BEGIN
```

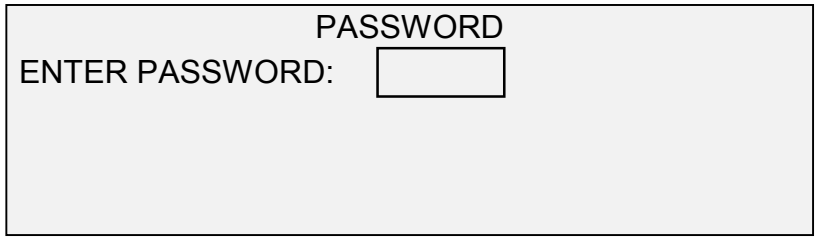
8. Press the **Start** key to display the actual values.
9. Press the **Previous** or **Next** key to scroll through the values. There are 16 rows of values in all.
10. Press the **Exit** key to return to the SCANNER DIAGNOSTICS screen.

Main Menu (continued)

PASSWORD

The PASSWORD option of the DIAGNOSTICS menu is for use by the Customer Service Engineer only. It allows the Customer Service Engineer to enter the password for access to password-protected diagnostic functions.

If you select this option, the PASSWORD screen is displayed. You cannot perform any functions in this screen. Press the **Exit** key to return to the COMPONENT TESTS menu screen.



Job Accounting

***NOTE**:* The JOB ACCOUNTING feature is included in the Synergix 8830 and 8855 Digital Solutions. It is an optional feature on the Synergix 8825 Digital Solution. If you obtain this feature, the System Administrator can enable it at any time on the Synergix 8825 and 8850 Digital Solution by sending a special feature key file to the Printer. Once the feature is enabled, it remains enabled (even following upgrades to the system software). Contact your XES sales representative for ordering information.

Overview

JOB ACCOUNTING is a SYSTEM ADMINISTRATION menu option. Access to it is restricted to the system administrator and requires the entry of the system administration password.

The JOB ACCOUNTING option allows Scanner and Printer usage to be recorded in user defined account numbers. Usage is expressed as the area (not the length) of the media scanned or used.

Job Accounting for the Scanner is controlled through the Scanner Control Panel. For the 8825, 8830 and 8850 Digital Solutions, Job Accounting for the Printer can be set from either the Printer Control Panel or the Web-based Printer Management Tool (PMT). For the 8855 Digital Solution, Job Accounting for the Printer can be set from the Web PMT only.

The Web PMT consists of special Web pages located in the Controller. They are accessible through either the Microsoft Internet Explorer or the Netscape browsers. Version 4.0 or higher is required for proper results. Other Web browsers are not supported and may or may not work correctly.

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Job Accounting can be set on the Scanner or Printer to one of three modes. The modes are:

ENABLED all jobs require a valid account number,

OPTIONAL a valid account number is optional for any job

DISABLED jobs do not require an account numberThe Scanner and Printer share a common job based accounting database referred to as the AccXES Account Management Tool. This AccXES Account Management Tool is composed of two components, an external account server and the job log file that is created on the AccXES Controller. The AccXES Account Management Tool external server is maintained by the System Administrator or Accounting Administrator. The AccXES Account Management Tool creates all account, assigns the user ID and their authorizations, gathers all the account data, manages all the accounts, and provides account reports

***NOTE:** This guide documents Job Accounting from the Scanner Control Panel. For complete information about Job Accounting from the Printer Control Panel, refer to the 8825/8830 Printer Operator Manual. For Job Accounting from the Web PMT, refer to the Web Printer Manager Tool User Guide*.

Job Accounting (continued)

Job Accounting Mode menu

The JOB ACCOUNTING MODE menu allows the system administrator to access the function for enabling or disabling the Job Accounting Mode at the Scanner. Access is restricted to the System Administrator and requires the entry of the system administration password. It provides a sub-menu of the following choices:

JOB ACCOUNTING MODE - Allows the system administrator to specify the Job Accounting mode for the Scanner. The modes are as follows:

ENABLED - all jobs require a System Administrator assigned valid account number,

OPTIONAL - a System Administrator assigned valid account number is optional for any job

DISABLED - jobs do not require an account number.

To access the Job Accounting menu:

1. Press the **Previous** or **Next** key to scroll through the list of options.
2. When the desired option is highlighted, press the **Enter** key to select the option. The menu or screen for the selected option is displayed.

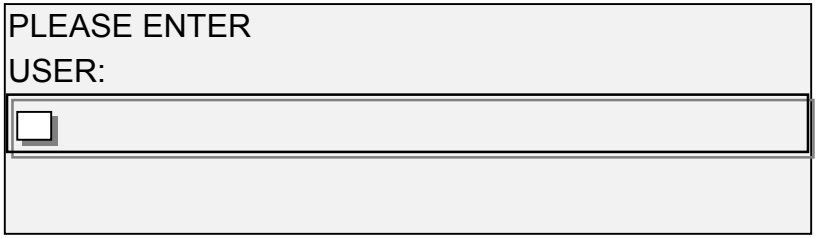
Job Accounting (continued)

Submitting jobs

Job Accounting is enabled or disabled on the Scanner and the Printer independently. Job submission from either device depends on the Job Accounting mode set for the device.

From the Scanner Control Panel

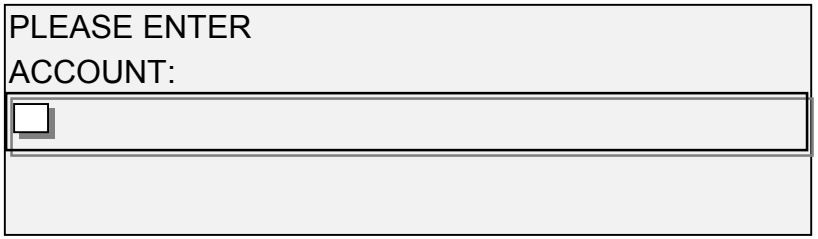
If Job Accounting is ENABLED, the following screen is displayed:



Note: If Job Accounting Mode is enabled as OPTIONAL the phrase OR PRESS ENTER will display at the bottom of the screen. No USER ID is required, press **Enter** to continue

You must enter the User ID code assigned to you by the System Administrator. The account can be an alphanumeric. To enter a numeric account, press a numeric key once. To enter an alpha character, press the numeric key associated with the desired letter. Press the numeric key twice to get the first letter, three times for the second letter, etc. Pressing a key six to eight times will provide the lower case version of the respective letter. Pressing the **Next** key moves the cursor to the right, which will add a blank space or allow entry of a character. Pressing the **Previous** or **C/CA** keys move the cursor to the left deleting the character.

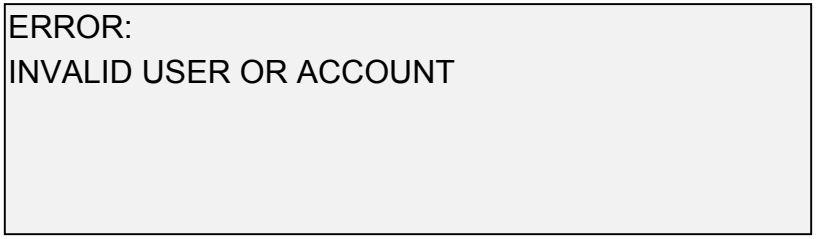
Then press **ENTER** to display the ACCOUNT screen and enter the account number assigned to you using the numeric keys. Once you do so, the READY screen is displayed. You can now scan and print copies.



If Job Accounting Mode is OPTIONAL the above screen will not be displayed. In either case, the READY screen is displayed after you press the **Enter** key. You can now scan and print copies.

If you entered a valid account number, all usage is charged to that account and is also accumulated under Generic User ID and Account code. If you did not enter an account number, usage is accumulated only in the System Account under Generic User ID and Account code

For both the ENABLED and OPTIONAL modes, if you enter an invalid account, an error message indicated below is displayed. You cannot access the READY screen if an invalid number is entered



Job Accounting (continued)

Over the network

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When Job Accounting Mode is enabled the system examines the incoming job for a valid account number. If none is found, the job is rejected, and an error page is printed.

***NOTE**:* The 8825/8830 print drivers and AccXES Client Tools (ACTS) software all have a feature that allows insertion of a job accounting number. Refer to the user guides for these software products for details.

If Job Accounting is optionally enabled, remote print jobs will be printed whether or not they have a valid account number. If a valid account number is present, the job will be charged to the user account and also accumulated to a system Generic User Id and Account Code. If no account number is present, the job is charged to a system Generic User Id and Account Code, just the same as if Job Accounting were disabled.

Terminating use under an account

Once a valid job account number has been entered from the Scanner Control Panel, all use of the Synergix Digital Solution Scanner is charged to that account. All usage continues to accumulate to that account until one of the following occurs:

- You press the Exit key while either the READY screen or a fault screen is displayed.
- The FEATURE timer times out due to no activity. The default value is 5 minutes, but this value can be changed. Refer to "Timers" in the "Main Menu" section for information about changing the value.

When an account is no longer in use, the PLEASE ENTER ACCOUNT screen is displayed.

***NOTE**:* To avoid incorrect accounting, always ensure that the PLEASE ENTER USER screen is displayed before leaving the Synergix Digital Solution for the next operator. Press the Exit key to obtain this screen.

Cleaning and maintenance - Scanner

For the Scanner to do its best job, the Platen Glass, Document Drive Rolls, Backer Roll, Calibration Strip, and Document Feed Tray must be kept clean. This requires some daily and monthly cleaning and maintenance activities.

Daily activities

Clean the Platen Glass, Document Drive Rolls, and Backer Roll. See the "Cleaning the Platen Glass and Document Drive Rolls" section on the next page.

Inspect the Document Feed Tray and clean as required.

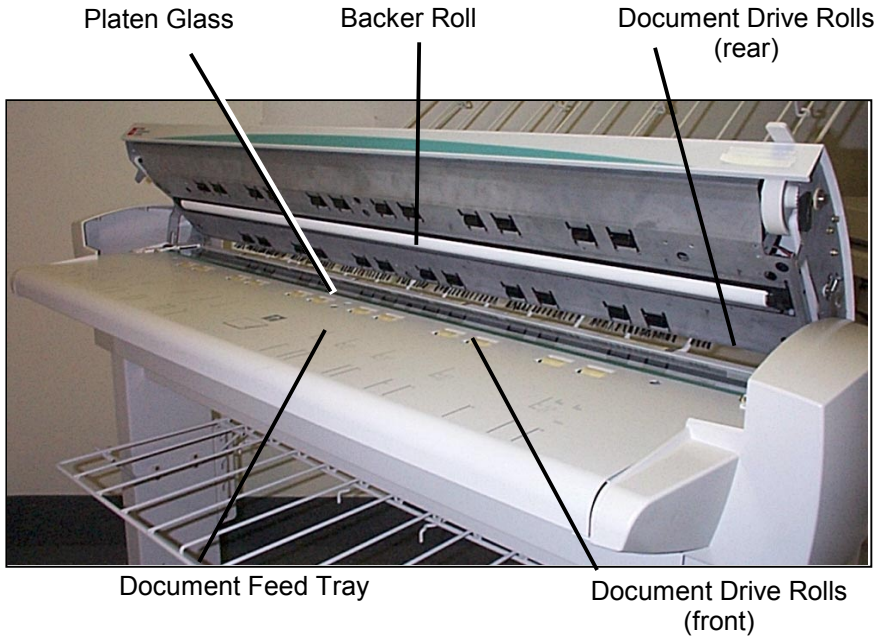
Monthly activities

Clean the Calibration Strip. See the "Cleaning the Calibration Strip" section on the next page.

Inspect the Platen Glass for chips and scratches.

If the Platen Glass is chipped or scratched, and these defects are visible in the scanned images, call XES service.

The illustration below depicts the Scanner components that require cleaning.



Cleaning and maintenance - Scanner (continued)

Cleaning the Platen Glass and Document Drive Rolls

Perform the following steps daily:

1. Open the Top Cover.
2. Dampen a clean, lint-free towel (600S4372) with platen glass cleaning fluid (Xerox 43P81).
3. Wipe the Platen Glass with the towel.
4. Visually inspect the Platen Glass to ensure that all dirt, glue, and other residue have been removed.
5. Place a small amount of the cleaning fluid on the towel and clean the front and rear Document Drive Rolls. Rotate the Rolls as you clean them to ensure that the entire roll surface is clean.
6. Place a small amount of the cleaning fluid on the towel and wipe the white Backer Roll.

NOTE: The Backer Roll is located on the underside of the Top Cover. The Backer Roll may rotate as you clean it. This is normal behavior.

7. Close the Top Cover.

Cleaning the Calibration Strip

Perform the following steps monthly:

1. Run the Calibration Motor component test with FUNCTION set to GO TO CALIBRATE and MOTOR set to ON. Running this test with these settings will position the Calibration Strip so that you can access it for cleaning. See "Calibration Motor" in the "Main Menu" section for information about accessing and running this test.

***NOTE**: The Top Cover must be closed while running this test.*

2. Raise the Top Cover.
3. Inspect the Calibration Strip.
4. Place a small amount of platen glass cleaning fluid (Xerox 43P81) on a clean, lint-free towel (600S4372) and clean the Calibration Strip.
5. Lower the Top Cover.
6. Press the Exit key to exit the CALIBRATION MOTOR screen.
7. Press the Menu key to return to the READY screen. The Calibration Strip automatically returns to its home position.

Problem solving

This section contains a problem-solving table and an error message table for help in resolving problems with the Synergix Scan Digital Solution.

Identify the problem you are experiencing and follow the step(s) indicated in the table for fixing the problem. If the procedures do not restore normal Scanner operation, call for service.

For help in solving problems with the Printer or the Printer media, refer to the applicable Printer Operator Manual.

Problem solving (continued)

Table 7. Problem-solving table

Problem	First solution to try	Second solution to try	Third solution to try
Power on			
The Exposure Lamp does not illuminate when the Scanner is switched on.	Ensure that the Power Cord is connected to the Scanner and to the correct power source.	Check that the Power On/Off Switch is in the on (**I**) position.	Call for Service
The Scanner Control Panel continuously displays a clock face and the System does not initialize.	Ensure that the IEEE 1394 cable is connected to both the Scanner and the Controller. Check that the cable was not forced in the connector incorrectly	Ensure that the DDS option is set to Enabled. **NOTE:** For the 8825/8830 Printer, you can change this setting from either the CONTROLLER CONFIGURATION screen of the Printer Control Panel or the PRINTER SETUP/Miscellaneous page of the Web PMT. After the DDS is set to enabled, wait 30 seconds, then power the system off then on (rebooted). For the 8855 Printer, this change can be made from the Web PMT only. Refer to the 8825/8830 Controller Setup Manual or the Web Printer Manager Tool User Guide for more information.	
Constant Scanner **NOT READY** message	1. Lift the Document Handler 2. Switch off the Scanner 3. Switch off the Printer/Controller 4. Switch on the Scanner and wait for the display to indicate **SET: OK** 5. Switch on the Controller then Printer.	Call for Service	

Table 7. Problem-solving table

Problem	First solution to try	Second solution to try	Third solution to try
Power on (continued)			
Corrupted or unclear messages after powering the scanner off then on.	Ensure the System was powered off then on correctly: 1. Switch off the Scanner 2. Switch off the Printer/Controller 3. Switch on the Scanner and wait for the display to indicate **SET: OK** 4. Switch on the Controller then Printer.	. Call for Service	

Table 7. Problem-solving table (continued)

Problem	First solution to try	Second solution to try	Third solution to try
Scanner control			
The Scanner does not scan when a document is inserted.	Press the Start key or enable AUTOSCAN. See "Scanner control" in the "Main Menu" section for more information.		
The Scanner measures the width of the original incorrectly. The copy is either wider than the original or the copy is clipped.	Clean the Platen Glass.	Turn AUTOWIDTH off. See "Scanner Control" in the "Main Menu" section for more information.	
When the Scanner is set to exit to the front, the document is difficult to remove from the Scanner.	Raise the Thick Document Lever to release the document. Be sure to lower the Thick Document Lever before making the next copy/scan.	Set the Scanner to exit to the rear. See "Scanner Control" in the "Main Menu section for more information.	

Table 7. Problem-solving table (continued)

Problem	First solution to try	Second solution to try	Third solution to try
Document feed			
The Scanner will not accept a thin document (less than .03 in (1 mm) thick).	Ensure that both the Scanner and the Printer are powered up and initialized. Ensure that the Thickness Lever is adjusted correctly for the document being scanned.	If the thin document has a torn or dog-eared lead edge, try feeding a different edge first.	Insert the document in a document carrier.
The Scanner will not accept a thick document.	Ensure that both the Scanner and the Printer are powered up and initialized.	Set the Thick Document Lever to its next higher setting. Thick documents may require operator assistance.	
The Scanner measures the width of the original incorrectly. The copy is either wider than the original or the copy is clipped	Refer to Cleaning the Platen Glass and Document Drive Rolls. Wipe the Document Feed Tray with anti-static fluid.	Turn the AUTOWIDTH off. See “Scanner Control” in the “Main Menu” section for more information	
When the Scanner is set to exit to the front, the document is difficult to remove from the Scanner	Raise the Thick Document Lever to release the document. Be sure to lower the Thick Document Lever before making the next copy/scan.	Set the Scanner to exit to the rear. See “Scanner Control” in the “Main Menu” section for more information.	
Width detection failed when scanning transparent documents. AUTOWIDTH in most cases will not detect transparent documents.	Enter the width.	Turn AUTOWIDTH off and refer to “Scanner Control” in the Main Menu	

Problem solving (continued)

Table 7. Problem-solving table (continued)

Problem	First solution to try	Second solution to try	Third solution to try
Document feed (continued)			
Not Ready Media Jam	Refer to Cleaning the Platen Glass and Document Drive Rolls. Wipe the Document Feed Tray with anti-static fluid.	If the document is folded, worn or damaged, use a document carrier or try feeding a different edge.	For thick documents, set the Thick Document Lever to its next higher setting. Thick documents may require operator assistance.
The Scanner does not position the document correctly before scanning.	Ensure that you are inserting the document correctly. Center the document between the marks on the Document Feed Tray. Smoothly insert the document into the feed mechanism so that the lead edge of the document is against the rollers before the Scanner begins to stage the document.	Check the operation of the optical paper sensors. See "Sensors" in the "Main Menu" section for more information.	

Table 7. Problem-solving table (continued)

Problem	First solution to try	Second solution to try	Third solution to try
Image quality			
Vertical lines and streaks are visible in the copy.	Clean the Platen Glass.		
Visible document edges on the copy.	Try a lighter Contrast setting.		
Dark spots or smudges appear on the copy.	Clean the Platen Glass.	Inspect the original and clean it if necessary.	Adjust the Copy setting for best image quality.
The copy image is too light.	Adjust the Copy setting for best image quality.	Rotate the original 90 degrees.	
The image density on the copy varies from light to dark.	Rotate the original 90 degrees.	Adjust the Copy setting for best image quality.	
Copies made in Photo mode have geometric patterns.	Set the Original Type to Mixed/Custom and the Background Suppression to Off.	Set Original Type to Line and Background Suppression off.	Try a lighter Contrast setting.
Fine lines on the original do not appear on the copy when the image size is reduced.	Enable the LINE MODE LINE PRESERVATION option. See "Imaging" in the "Main Menu" section for more information.	Adjust the Copy setting for best image quality.	
Gray areas appear in the copy at the location of creases or folds in the original document.	Refold the document in the reverse direction to flatten the creases or folds.		
Error messages			
An error message is displayed on the Scanner Control Panel.	Locate the message in Table 8, "Error messages," in this section and perform the corrective action indicated.		

Problem solving (continued)

The error messages shown in the table below will display on the Scanner Control Panel.

Table 8. Error messages

Error message	Probable cause	Corrective action
40000001: ERROR ACCOUNTING DISK FULL	The Job Log File size has reached the maximum space allocated for it	Contact your System Administrator
40000002: ERROR	The number of Job Records in the Job Log File has reached the maximum as defined by the AccXES Account Management Tool	Contact your System Administrator
CONTROLLER FAULT - 50000001	The Controller has developed a "memory is full" internal fault. Large documents using Auto Reduction/Enlargement or Auto-Rotate may cause this fault. Also, Photo and Mixed/Custom modes require significantly more memory than Line mode.	Remove document. Press **Start** to print the job
CONTROLLER FAULT - 50000002	The Controller has developed a “memory is full” internal fault. Large documents using Auto Reduction/Enlargement or Auto Rotate may cause this fault. Also, Photo and Mixed/Custom modes require significantly more memory than Line mode.	Remove the document. Wait for previous scans to finish printing. End the current set or print it if a set is in progress. Rescan the document.
CONTROLLER FAULT - 50000003 CONTROLLER FAULT - 50000004 CONTROLLER FAULT - 50000005	A task controlling the scanner received and unrecognized request from the task controlling the scanner control panel.	Power off the System. . Check that all cables are connected correctly. Power on the System. See the "Powering off the System" and "Powering on the System" sections for more information.
CONTROLLER FAULT - 50000007	A software problem was encountered in controlling the Scanner.	Power off and power on the System. See the "Powering off the System" and "Powering on the System" sections for more information.
CONTROLLER FAULT - 50000008 - DOCUMENT JAM	A document jam has occurred in the Scanner.	Remove the jammed document. Scan the document again.

Table 8. Error messages

Error message	Probable cause	Corrective action
CONTROLLER FAULT - 50000011 - SCANNED IMAGE LOST	The Controller was unable to process the document. The scanned image was not found on the hard disk.	Rescan the document.
SCANNER FAULT - 5000000B - CHECK SCANNER VERIFY SCANNER IS POWERED AND PROPERLY CONNECTED	A fault has occurred in communicating with the Scanner.	1. Check that the IEEE 1394 cable is properly connected at both ends. 2. Check that the Scanner is still connected to the AC power and is still switched on. 3. Power off and power on the System. See the "Powering off the System" and "Powering on the System" sections for more information.
CONTROLLER FAULT - 50000012 - MEMORY FULL CONTROLLER FAULT - 5000013 - MEMORY FULL	The file system or memory is full.	Retrieve or delete some documents to create more space. Then rescan the document.
CONTROLLER FAULT - 50000014 - MEMORY FULL	Documents were scanned too fast. Memory is full.	Wait for previously scanned documents to be processed and stored on the hard disk. Then scan the current document again.
CONTROLLER FAULT - 50000015	An error occurred saving the scanned image to a disk.	Do not scan until the interrupted job is finished. Check that the SCSI cable is connected correctly.
SCANNER FAULT - COMPLEX DOCUMENT	An error occurred during processing due to the complexity of the image that the document contains.	Rescan the document.
WARNING: xxxx	The image submitted for printing is corrupted or does not conform to the standards for the format.	Recreate the image and try again.
LL codes appear intermittently while documents are scanned	Intermittent scanner and/or sofware problems.	Power the system off then on. If the problem persists, call for service.

Specifications

Speed	8825	8830	8855
2 inches per second	standard		
4 inches per second	optional	standard	standard
1 inch per second color	optional	optional	optional

Input Dcoument

Maximum document:	42” x 100 feet (1.07m x 30.5 m)
Maximum Scan Width:	36” (914 mm)
Minimum document:	A size 8.5 x 11 (216mm x 279mm)
	A4 size (210mm x 297mm)
Document Thickness:	0.0023 to 0.50 “ (0,06mm to 13mm)
Thick Document Weight:	6 lbs (2.72 kg) max

Scanner Resolution

Copying:	200, 300, 400 dots per inch
Scan to Net	100, 200, 300, 400 dots per inch
Magnification:	25% to 400% in ± 0.1% increments

Temperature

Minimum:	50^0 F (10^0 C)
Maximum:	90^0 F(32^0 C)
Humidity:	10% - 80%
Maximum Elevation:	0 – 6560 feet
	0 – 1.995 km

Heat Emission

Running:	690 BTU/hr

Power Consumption

Standby:	130 W
Running:	200 W

Electrical Requirements

Voltage (AC):	100 – 120 VAC
	200 – 240 VAC
Current:	4 amps
	3 amps
Frequency:	50/60 Hz

Audible Noise

Standby:	33.7 dBA
Running:	52.1 dBA
Impulse:	56.4 dBA

Appendix 1

Table 9 below shows the minimum and maximum scanning speeds for Line, Mixed, and Photo modes at various resolutions.

NOTE: Speeds are given in inches per second (IPS) and centimeters per second (cm/s).

NOTE: Thick documents are scanned at a maximum speed of 4.00 IPS/10.16cm/s in all Modes.

Table 9. Scanning resolutions and speeds

			4 IPS		2 IPS	
Mode	**DPI**	**Pixel Depth**	**Min IPS/ cm/s**	**Max IPS/ cm/s**	**Min IPS/ cm/s**	**Max IPS/ cm/s**
Line (copy or scan mode)	400	1 bit	4.00/10.16	4.00/10.16	2.00/5.08	4.00/10.16
Line (scan mode)	300	1 bit	4.00/10.16	4.00/10.16	2.00/5.08	4.00/10.16
Line (scan mode)	200	1 bit	8.00/20.32	8.00/20.32	4.00/10.16	4.00/10.16
Line (scan mode)	100	1 bit	8.00/20.32	8.00/20.32	4.00/10.16	4.00/10.16
Mixed (copy mode)	300	4 bit	2.00/5.08	4.00/10.16	2.00/5.08	4.00/10.16
Photo (scan mode)	400	8 bit	0.5/1.27	4.00/10.16	0.5/1.27	4.00/10.16
Photo (scan mode)	300	8 bit	1.00/2.54	4.00/10.16	1.00/2.54	4.00/10.16
Photo (copy or scan mode)	200	8 bit	2.00/5.08	8.00/20.32	2.00/5.08	4.00/10.16
Photo (scan mode)	100	8 bit	8.00/20.32	8.00/20.32	4.00/10.16	4.00/10.16

Appendices (continued)

Appendix 2

Paper sizes supported by the 8825, 8830, and 8855 Printers and the AccXES Controller with Firmware 7.0 are shown in Table 10 on the next page.

Table 10. Printer paper sizes

Paper size	8825/8830	8825/8830	8855
ISO A0	841 x 1189 mm	X	X
ISO A1	594 x 841 mm	X	X
ISO A2	420 x 594 mm	X	X
ISO A3	297 x 420 mm	X	X
ISO A4	210 x 297 mm	X	X
ISO B1	707 x 1000 mm	X	
ISO B2	500 x 707 mm	X	
ISO B3	353 x 500 mm	X	
ISO B4	250 x 353 mm	X	
ANSI A	8.5 x 11 (215.9 x 279.4 mm)	X	X
ANSI B	11 x 17 in. (279.4 x 431.8 mm)	X	X
ANSI C	17 x 22 in. (431.8 x 558.8 mm)	X	X
ANSI D	22 x 34 in. (558.8 x 863.6 mm)	X	X
ANSI E	34 x 44 in. (836.6 x 1117.6 mm)	X	X
Architectural A	9 x 12 in. (228.6 x 304.8 mm)	X	X
Architectural B	12 x 18 in. (304.8 x 457.2 mm)	X	X
Architectural C	18 x 24 in. (457.2 x 609.6 mm)	X	X
Architectural D	24 x 36 in. (609.6 x 914.4 mm)	X	X
Architectural E	36 x 48 in. (914.4 x 1219.2 mm)	X	X
Architectural 30"	30 x 40 in. (76.2 x 106.7 mm)	X	X

Appendices (continued)

Appendix 3

Table 11 below shows roll sizes supported by the 8825, 8830, and 8855 Printers.

Table 11. Printer roll sizes

Roll size	Width	8825/8830	8855
ISO Roll A0	841 mm	X	X
ISO Roll A1	594 mm	X	X
ISO Roll S2	420 mm	—	X
ISO Roll A3	297 mm	X	X
ISO Roll A4	210 mm	X	X
ISO Roll A0	880 mm	—	X
Roll 891	891 mm	X	X
Roll 900	900 mm	X	X
ANSI Roll 11	11 in.	X	X
ANSI Roll 17	17 in.	X	X
ANSI Roll 22	22 in.	X	X
ANSI Roll 34	34 in.	X	X
ARCH Roll 12	12 in.	X	X
ARCH Roll 18	18 in.	X	X
ARCH Roll 24	24 in.	X	X
ARCH Roll 30	30 in.	X	X
ARCH Roll 36	36 in.	X	X

Table 11. Printer roll sizes (continued)

Roll size	Width	8825/8830	8855
ISO B4	250 mm	X	X
ISO B3	353 mm	X	X
ISO B2	500 mm	X	X
ISO B1	707 mm	X	X
JIS B4	257 mm	X	X
JIS B3	364 mm	X	X
JIS B2	515 mm	X	X
JIS B1	728 mm	X	X

Appendix 4

Default fonts installed in the AccXES Controller with Firmware 7.5 are shown in the list below.

- HP Stick Font
- HP2 Stick Font
- HP Stick Set 99 Font
- HP2 Stick Font – Proportional
- Test Print Stick Font
- CalComp Stick Font
- CalComp Stick Font – Proportional
- VG-CalComp
- VG-CalComp – Proportional
- VG-Hershey-BoldItalic – Proportional
- VG-Hershey-Italic – Proportional
- VG-Hershey-SanSerif – Proportional
- VG-Hershey-Serif – Proportional
- VG-Hershey-Serif-Bold – Proportional
- VG-CalCompOld/Norwegian/Swedish
- VG-CalCompOld/Norwegian/Swedish – Proportional

VG-Energy-1

VG-Energy-2

VG-Energy-3

VG-Energy-4

- VG-Energy-5
- VG-German
- VG-German – Proportional
- VG-Simplex/French
- VG-Simplex/French – Proportional
- OCRB
- Courier
- Courier-Bold
- Courier-BoldItalic
- Courier-Italic
- NeueClassic-Roman
- NeueClassic-Bold
- NeueClassic-BoldItalic
- NeueClassic-Italic
- NeueModern
- NeueModern-Bold
- NeueModern-BoldItalic
- NeueModern-Italic
- Symbol

Appendices (continued)

Appendix 5

File formats supported by the AccXES Controller with Firmware 7.5 are shown in the list below.

- CalComp 906/907/PCI
- HP-GL (HP7585/6)
- HP-GL/2
- HP-RTL
- TIFF 6.0
- Navy TIFF (NIRS)
- CALS I & II
- CGM
- VCGL
- VDS (VRF, Block Raster, Compressed Raster, VOF)
- Versatec Raster/Green Sheet
- C4 Raster
- FileNET Raster
- Optional PostScript (Level 3) with.PDF
- JPEG

Appendix 6

The AccXES UP8 Controller (8855 Digital Solution) has four LED status indicators as shown in Table 12 below.

Table 12. UP8 Controller LED status indicators

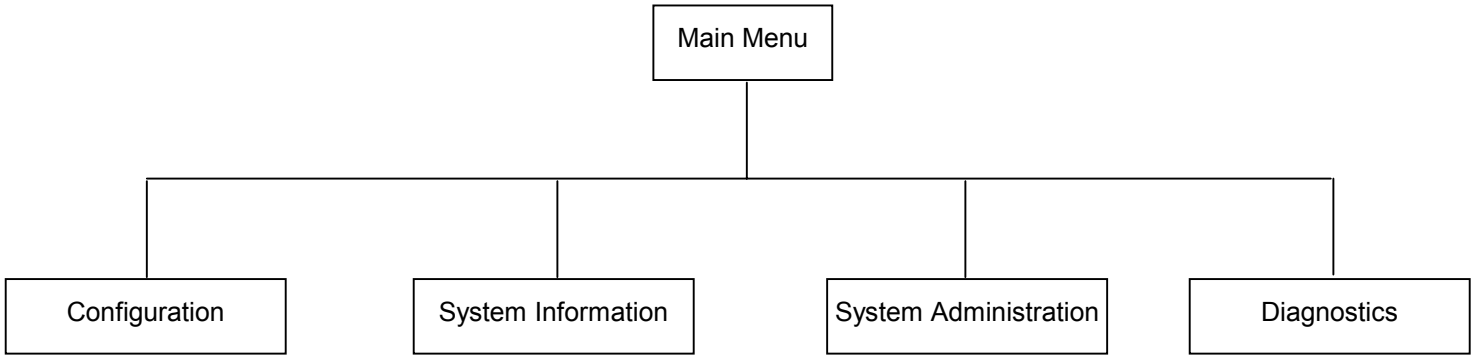
LED Number	Color	Indicated Condition
LED 1	Green	"Ready." Indicates that the Controller is powered up and ready to process incoming jobs.
LED 2	Green	"Busy." Indicates that the Controller is busy processing a job.
LED 3	Yellow	"Mismatch." Indicates that a media mismatch, which may be blocking the print queue, has occurred.
LED 4	Red	"Attention." Indicates that a Printer or Finisher fault has occurred. May indicate a paper jam, out of toner condition, out of media condition, or a communications problem with one of the devices.

During power-on self test (POST), the firmware will light LEDs 2, 3, and 4. After POST has successfully completed, LEDs 2, 3, and 4 will be switched OFF, and LED 1 will be switched ON. If POST did not successfully complete, all 4 LEDs will be switched OFF (i.e., they will be unlit).

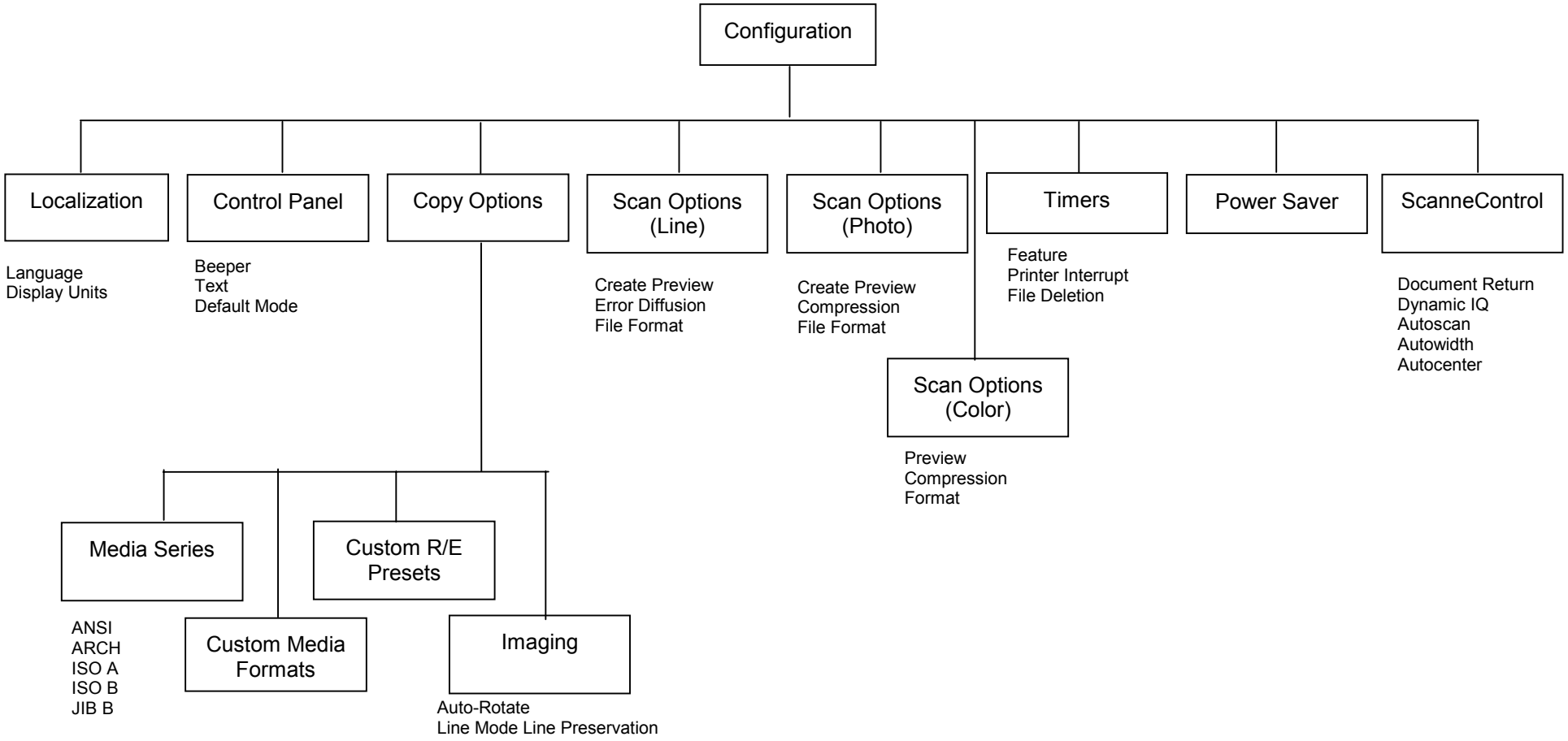
Appendices (continued)

Appendix 7

Appendix 7 shows the structure of the Main Menu. The menu tree below shows the top level of the Main Menu. The pages that follow contain menu trees for each of the four top-level options.

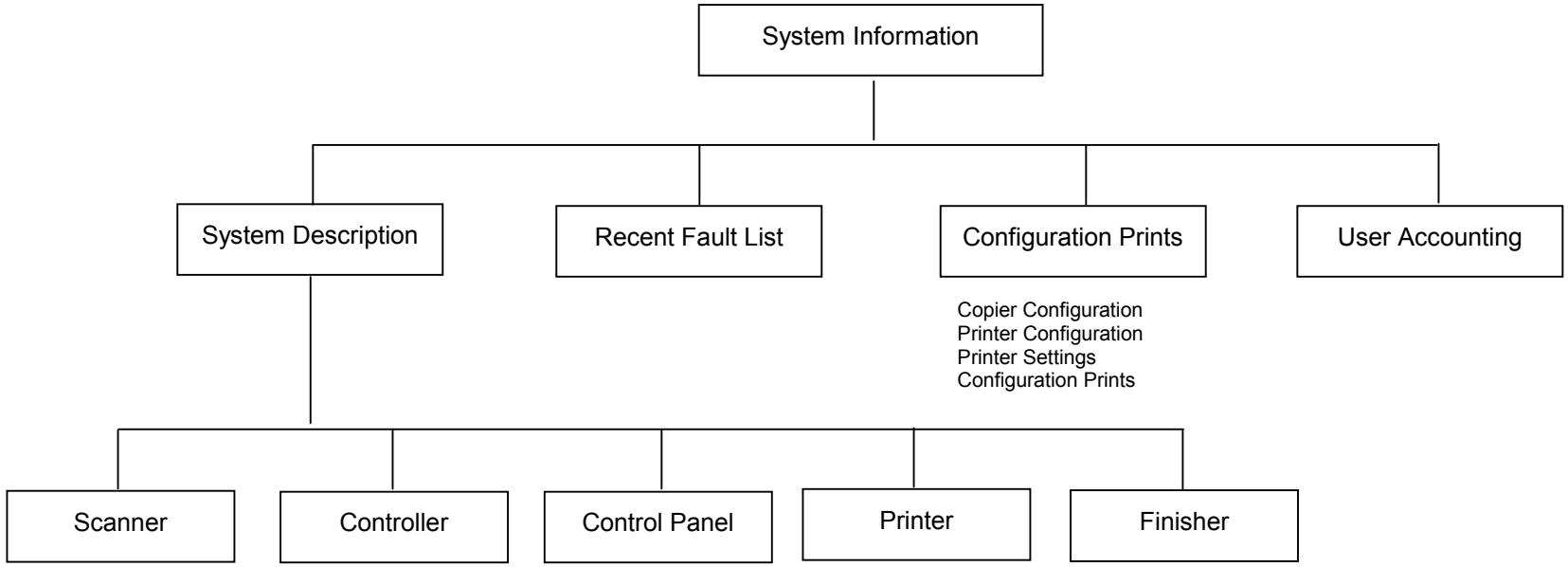


The menu tree below shows the structure of the Configuration option of the Main Menu.

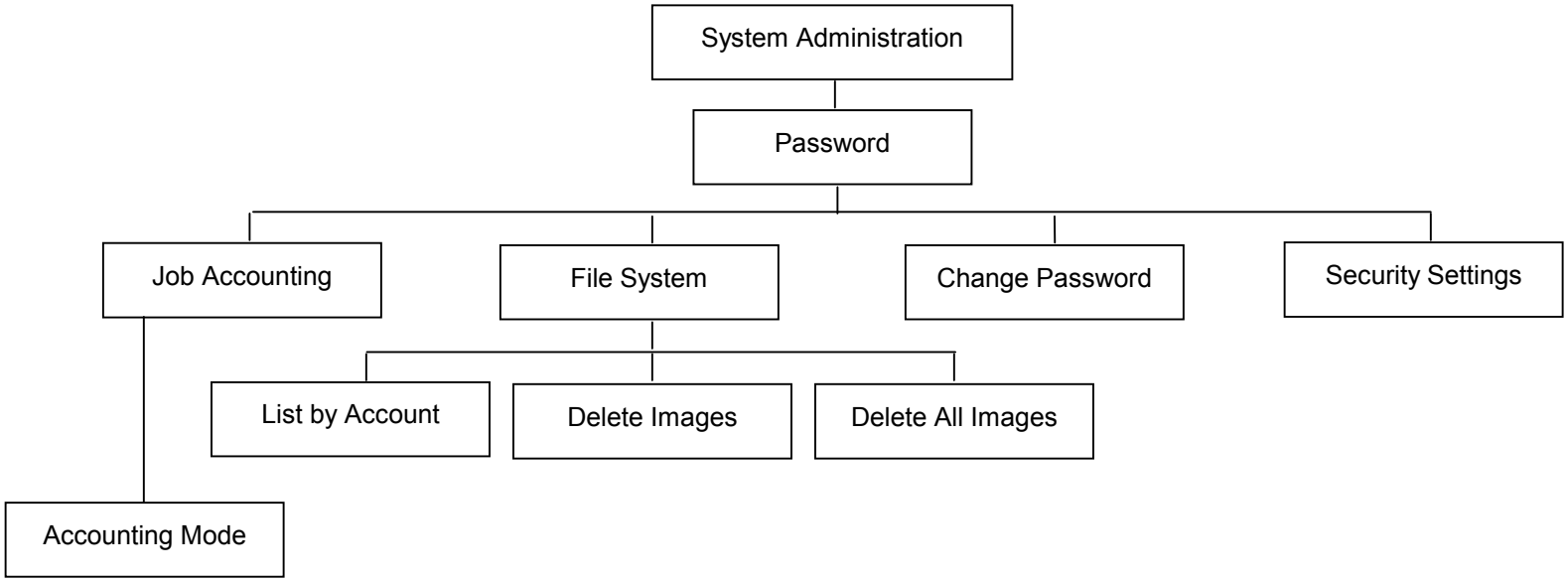


Appendices (continued)

The menu tree below shows the structure of the System Information option of the Main Menu.

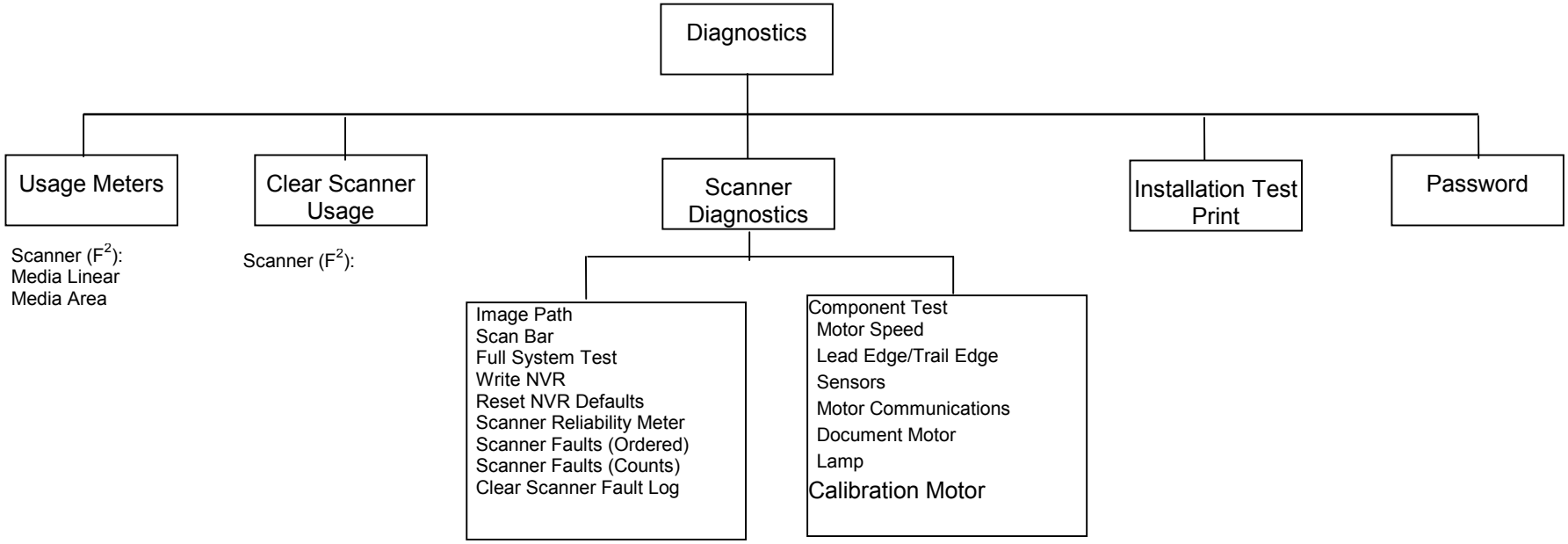


The menu tree below shows the structure of the System Administration option of the Main Menu.



Appendices (continued)

The menu tree below shows the structure of the Diagnostics option of the Main Menu.



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